



Amendment No. 5
to
Agreement No. 9100 NG150000022
for
Social Services
between
COMMUNITIES IN SCHOOLS OF CENTRAL TEXAS
and the
CITY OF AUSTIN

(Case Management and Pebble Project)

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is **Five Hundred Twenty Eight Thousand Eight Hundred Seventy Two dollars (\$528,872)**. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 1,427,469
Amendment No. 1: Add funds to Agreement and modify Exhibits	\$ 85,647	\$ 1,513,116
Amendment No. 2: Add funds to Agreement and modify Exhibits	\$ 23,202	\$ 1,536,318
Amendment No. 3: Add funds to Agreement and modify Exhibits	\$ 12,899	\$ 1,549,217
Amendment No. 4: Exercise Extension Option #1 (Oct. 1, 2018 – Sept. 30, 2019)	\$ 528,872	\$ 2,078,089
Amendment No. 5: Exercise Extension Option #2 (Oct. 1, 2019 – Sept. 30, 2020)	\$ 528,872	\$ 2,606,961

- 3.0 The following changes have been made to the original Agreement EXHIBITS:

Exhibit A.2 -- Program Performance Measures is deleted in its entirety and replaced with a new **Exhibit A.2 -- Program Performance Measures**. [Revised 5/7/2019]

Exhibit B.1 -- Program Budget and Narrative is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 5/7/2019]

- 4.0 The following Terms and Conditions have been MODIFIED:

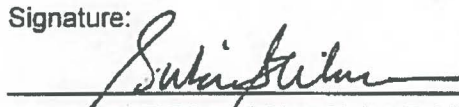
4.1.2.3 For the Program Period of 10/1/2019 through 9/30/2020, the payment from the City to the Grantee shall not exceed \$528,872 (Five Hundred Twenty Eight Thousand Eight Hundred Seventy Two dollars).

- 5.0 MBE/WBE goals were not established for this Agreement.
- 6.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Agreement.
- 7.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.
- 8.0 All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

GRANTEE

Signature:


COMMUNITIES IN SCHOOLS OF CENTRAL
TEXAS

Suki Steinhauser, Chief Executive Officer
3000 South IH 35, Suite 200
Austin, TX 78704

Date:

8/8/19

CITY OF AUSTIN

Signature:



City of Austin
Purchasing Office
PO Box 1088
Austin, TX 78767

Date:

10-2-19

Program Performance Measures*Contract Start*
9/1/2015*Contract End*
9/30/2020*Period Performance Start*
10/1/2019*Period Performance End*
9/30/2020***Outputs******OP*** ***Output Measure***
***Description******Period Goal******City*** ***Other*** ***Total***

1	Total Number of Unduplicated Clients Served	1185	12054	13239
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Program Performance Measures

Contract Start 9/1/2015	Contract End 9/30/2020	Period Performance Start 10/1/2019	Period Performance End 9/30/2020
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Outcomes

OC Item	Outcome Measure Description	Total Program Goal
1 Num	Number of youth served who progress to the next academic level	4149
1 Den	Total number of youth who received services	4610
1 Rate	Percent of youth who progress to the next academic level	90
2 Num	Number of individuals demonstrating improved life skill(s)	2123
2 Den	Number of individuals participating in the activity	2358
2 Rate	Percent of individuals who demonstrate improved life skills	90.03

Program Budget and Narrative

Program Start 10/1/2019
 Program End 9/30/2020

	<i>City Share</i>	<i>Other</i>	<i>Total</i>
<i>Salary plus Benefits</i>	\$516,529.00	\$4,899,265.00	\$5,415,794.00
<i>General Operations Expenses</i>	\$12,343.00	\$462,942.00	\$475,285.00
<i>Program Subgrantees</i>	\$0.00	\$0.00	\$0.00
<i>Staff Travel</i>	\$0.00	\$0.00	\$0.00
<i>Conferences</i>	\$0.00	\$0.00	\$0.00
<i>Operations SubTotal</i>	\$12,343.00	\$462,942.00	\$475,285.00
<i>Food and Beverages for Clients</i>	\$0.00	\$0.00	\$0.00
<i>Financial Direct Assistance to Clients</i>	\$0.00	\$0.00	\$0.00
<i>Other Assistance</i>	Please Specify	Bus passes for clients	Please Specify
<i>Other Assistance Amount</i>	\$0.00	\$2,500.00	\$2,500.00
<i>Direct Assistance SubTotal</i>	\$0.00	\$2,500.00	\$2,500.00
<i>Capital Outlay Amount</i>	\$0.00	\$0.00	\$0.00
Total	\$528,872.00	\$5,364,707.00	\$5,893,579.00

Detailed Budget Narrative**Salaries plus Benefits**

Salaries, benefits, retirement, and employment taxes for programmatic and administrative staff related to the Case Management and Pebble Project program.

General Op Expenses

Mileage costs within Travis County; staff training and staff development expenses; insurance costs including general liability, property, and crime; audit expenses; program supplies; office rent; internet and phone expenses; postage and mailing supplies; copier expenses and reproduction supplies

Program Subgrantees**Staff Travel****Conferences****Food and Beverage****Financial Assistance****Other Assistance****Capital Outlay**



Amendment No. 4
to
Agreement No. NG150000022
for
Social Services
between
COMMUNITIES IN SCHOOLS OF CENTRAL TEXAS
and the
CITY OF AUSTIN

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is **Five Hundred Twenty Eight Thousand Eight Hundred Seventy Two dollars (\$528,872)**. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 1,427,469
Amendment No. 1: Add funds to Agreement and modify Exhibits	\$ 85,647	\$ 1,513,116
Amendment No. 2: Add funds to Agreement and modify Exhibits	\$ 23,202	\$ 1,536,318
Amendment No. 3: Add funds to Agreement and modify Exhibits	\$ 12,899	\$ 1,549,217
Amendment No. 4: Exercise Extension Option #1 (Oct. 1, 2018 – Sept. 30, 2019)	\$ 528,872	\$ 2,078,089

- 3.0 The following changes have been made to the original Agreement EXHIBITS:

Exhibit A.2 -- Program Performance Measures is deleted in its entirety and replaced with a new **Exhibit A.2 -- Program Performance Measures**. [Revised 6/20/2018]

Exhibit B.1 -- Program Budget and Narrative is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 6/12/2018]

- 4.0 The following Terms and Conditions have been MODIFIED:

4.1.2.3 For the Program Period of 10/1/2018 through 9/30/2019, the payment from the City to the Grantee shall not exceed \$528,872 (*Five Hundred Twenty Eight Thousand Eight Hundred Seventy Two dollars*).

- 5.0 MBE/WBE goals were not established for this Agreement.

6.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Agreement.

7.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

8.0 All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

GRANTEE

Signature: _____


COMMUNITIES IN SCHOOLS OF CENTRAL
TEXAS

Suki Steinhauser, Chief Executive Officer
3000 South IH 35, Suite 200
Austin, TX 78704

Date: _____

7/26/18

CITY OF AUSTIN

Signature: _____



City of Austin
Purchasing Office
PO Box 1088
Austin, TX 78767

Date: _____

9-20-18

Program Performance Measures**Contract Start**
9/1/2015**Contract End**
9/30/2019**Period Performance Start**
10/1/2018**Period Performance End**
9/30/2019**Outputs**

OP #	Output Measure Description	Period Goal		
		City	Other	Total
1	Total Number of Unduplicated Clients Served	1185	12054	13239

Program Performance Measures**Contract Start**
9/1/2015**Contract End**
9/30/2019**Period Performance Start**
10/1/2018**Period Performance End**
9/30/2019**Outcomes**

OC Item	Outcome Measure Description	Total Program Goal
1 Num	Number of youth served who progress to the next academic level	4149
1 Den	Total number of youth who received services	4610
1 Rate	Percent of youth who progress to the next academic level	90
2 Num	Number of individuals demonstrating improved life skill(s)	2123
2 Den	Number of individuals participating in the activity	2358
2 Rate	Percent of individuals who demonstrate improved life skills	90.03

Program Budget and Narrative

Program Start 10/1/2018

Program End 9/30/2019

	City Share	Other	Total
Salary plus Benefits	\$516,529.00	\$4,899,265.00	\$5,415,794.00
General Operations Expenses	\$12,343.00	\$462,942.00	\$475,285.00
Program Subgrantees	\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00
Conferences	\$0.00	\$0.00	\$0.00
Operations SubTotal	\$12,343.00	\$462,942.00	\$475,285.00
Food and Beverages for Clients	\$0.00	\$0.00	\$0.00
Financial Direct Assistance to Clients	\$0.00	\$0.00	\$0.00
Other Assistance	Please Specify	Bus passes for clients	Please Specify
Other Assistance Amount	\$0.00	\$2,500.00	\$2,500.00
Direct Assistance SubTotal	\$0.00	\$2,500.00	\$2,500.00
Capital Outlay Amount	\$0.00	\$0.00	\$0.00
Total	\$528,872.00	\$5,364,707.00	\$5,893,579.00

Detailed Budget Narrative**Salaries plus Benefits**

Salaries, benefits, retirement, and employment taxes for programmatic and administrative staff related to the Case Management and Pebble Project program.

General Op Expenses

Mileage costs within Travis County; staff training and staff development expenses; insurance costs including general liability, property, and crime; audit expenses; program supplies; office rent; internet and phone expenses; postage and mailing supplies; copier expenses and reproduction supplies

Program Subgrantees**Staff Travel****Conferences****Food and Beverage****Financial Assistance****Other Assistance****Capital Outlay**



Amendment No. 3
to
Agreement No. NG150000022
for
Social Services
between
COMMUNITIES IN SCHOOLS OF CENTRAL TEXAS
and the
CITY OF AUSTIN

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is **Twelve Thousand Eight Hundred Ninety Nine dollars (\$12,899)**. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 1,427,469
Amendment No. 1: Add funds to Agreement and modify Exhibits	\$ 85,647	\$ 1,513,116
Amendment No. 2: Add funds to Agreement and modify Exhibits	\$ 23,202	\$ 1,536,318
Amendment No. 3: Add funds to Agreement and modify Exhibits	\$ 12,899	\$ 1,549,217

- 3.0 The following changes have been made to the original Agreement EXHIBITS:

Exhibit A.2 -- Program Performance Measures is deleted in its entirety and replaced with a new **Exhibit A.2 -- Program Performance Measures**. [Revised 3/30/2018]

Exhibit B.1 -- Program Budget and Narrative is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 2/15/2018]

- 4.0 The following Terms and Conditions have been MODIFIED:

Section 4.1 **Agreement Amount**. The Grantee acknowledges and agrees that, notwithstanding any other provision of this Agreement, the maximum amount payable by the City under this Agreement for the initial 37 month term shall not exceed the amount approved by City Council, which is **\$1,549,217 (One Million Five Hundred Forty Nine Thousand Two Hundred Seventeen dollars)**, and \$528,872 (*Five Hundred Twenty Eight Thousand Eight Hundred Seventy Two dollars*) per 12 month extension option, for a total Agreement amount of \$3,135,833. Continuation of the Agreement beyond the initial 37 months is specifically contingent upon the availability and allocation of funding, and authorization by City Council.

4.1.2.3 For the Program Period of 10/1/2017 through 9/30/2018, the payment from the City to the Grantee shall not exceed \$528,872 (Five Hundred Twenty Eight Thousand Eight Hundred Seventy Two dollars).

5.0 MBE/WBE goals were not established for this Agreement.

6.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Agreement.

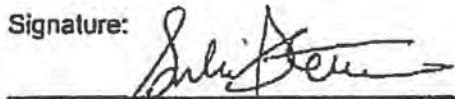
7.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

8.0 All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

GRANTEE

Signature: _____



COMMUNITIES IN SCHOOLS OF CENTRAL
TEXAS

Suki Steinhauser, Chief Executive Officer
3000 South IH 35, Suite 200
Austin, TX 78704

Date: _____

4/10/18

CITY OF AUSTIN

Signature: _____



City of Austin
Purchasing Office
PO Box 1088
Austin, TX 78767

Date: _____

5-24-18

Program Performance Measures

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
	<i>Start Date</i>	<i>End Date</i>	<i>Start Date</i>	
	10/1/2015	10/1/2016	10/1/2017	9/1/2015
	9/30/2016	9/30/2017	9/30/2018	9/30/2018

<i>Outputs</i>		<i>Period</i>			<i>Contract Term **</i>
		<i>1</i>	<i>2*</i>	<i>3*</i>	
<i>ID</i>	<i>Output Measure Description</i>				
1	Total Number of Unduplicated Clients Served	1125	1125	1185	3435

<i>Outcomes</i>		<i>Period</i>			<i>Contract Term **</i>
<i>ID</i>	<i>Outcome Measure Description</i>	<i>1</i>	<i>2*</i>	<i>3*</i>	
4B	Number of youth served who progress to the next academic level	4149	4149	4149	12447
	Total number of youth who received services	4610	4610	4610	13830
	Percent of youth who progress to the next academic level	90	90	90	90
	Number of individuals provided child abuse prevention information who complete a pre/post survey demonstrating improved life skills and/or knowledge	2123	2123	2123	6369
	Total number of individuals provided child abuse prevention information who complete pre/post survey	2358	2358	2358	7074
	Percent of individuals provided child abuse prevention information who complete pre/post survey who demonstrate improved life skills and/or knowledge	90.03	90.03	90.03	90.03

* Goal Served May Include Carry-Over From Previous Period

** Goal Served Spans Contract Term / May Not Include Carry-Over / Clients Served Must Be < or = Sum of Periods)

Created: 4/28/2015 11:33:00 AM Last Modified, If Applicable: 3/30/2018 10:31:00 AM

** Goal Served May Include Carry-Over From Previous Period*

*** Goal Served Spans Contract Term / May Not Include Carry-Over / Clients Served Must Be \leq Sum of Periods)*

Created: 4/28/2015 11:33:00 AM Last Modified, If Applicable: 3/30/2018 10:31:00 AM

Program Budget and Narrative

	<i>1</i>	<i>Period 2</i>	<i>3</i>	<i>Contract Start Contract End</i>	<i>9/1/2015 9/30/2018</i>
Period Start Date	9/1/2015	10/1/2016	10/1/2017		
Period End Date	9/30/2016	9/30/2017	9/30/2018		
Salary plus Benefits	\$492,029.00	\$503,630.00	\$516,529.00		\$1,512,188.00
General Operations Expenses	\$12,343.00	\$12,343.00	\$12,343.00		\$37,029.00
Program Subgrantees	\$0.00	\$0.00	\$0.00		\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00		\$0.00
Conferences	\$0.00	\$0.00	\$0.00		\$0.00
Operations SubTotal	\$12,343.00	\$12,343.00	\$12,343.00		\$37,029.00
Food and Beverages for Clients	\$0.00	\$0.00	\$0.00		\$0.00
Financial Direct Assistance to Clients	\$0.00	\$0.00	\$0.00		\$0.00
Other Assistance Amount	\$0.00	\$0.00	\$0.00		\$0.00
Direct Assistance SubTotal	\$0.00	\$0.00	\$0.00		\$0.00
Capital Outlay Amount	\$0.00	\$0.00	\$0.00		\$0.00
Total	\$504,372.00	\$515,973.00	\$528,872.00		\$1,549,217.00
Total Period Percentage	32.56	33.31	34.14		

Detailed Budget Narrative**Salaries plus Benefits**

Salaries, benefits, retirement, and employment taxes for programmatic and administrative staff related to the Case Management and Pebble Project program

General Op Expenses

Mileage costs within Travis County, staff training and staff development expenses, insurance costs including general liability, property, and crime, audit expenses, program supplies, office rent, internet and phone expenses, postage and mailing supplies, copier expenses and reproduction supplies

Program Subgrantees**Staff Travel****Conferences****Food and Beverage****Financial Assistance****Other Assistance****Capital Outlay**



Amendment No. 2
to
Contract No. NG150000022
for
Social Services
between
COMMUNITIES IN SCHOOLS OF CENTRAL TEXAS
and the
CITY OF AUSTIN

- 1.0 The City of Austin and the Contractor hereby agree to the contract revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is ***Twenty Three Thousand Two Hundred and Two dollars (\$23,202)***. The total Agreement amount is recapped below:

Term	Contract Change Amount	Total Contract Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 1,427,469
Amendment No. 1: Add funds to Contract and modify Exhibits	\$ 85,647	\$ 1,513,116
Amendment No. 2: Add funds to Contract and modify Exhibits	\$ 23,202	\$ 1,536,318

- 3.0 The following changes have been made to the original contract EXHIBITS:

Exhibit B.1 -- Program Budget and Narrative is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 1/24/2017]

Exhibit E – Business Associate Agreement is added to the Agreement.

- 4.0 The following Terms and Conditions have been MODIFIED:

Section 1.2 **Responsibilities of the Grantee**. The Grantee shall provide all technical and professional expertise, knowledge, management, and other resources required for accomplishing all aspects of the tasks and associated activities identified in the Agreement Exhibits. The Grantee shall assure that all Agreement provisions are met by any Subgrantee performing services for the Grantee.

Section 4.1 **Agreement Amount**. The Grantee acknowledges and agrees that, notwithstanding any other provision of this Agreement, the maximum amount payable by the City under this Agreement for the initial 37 month term shall not exceed the amount approved by City Council, which is ***\$1,536,318 (One Million Five Hundred Thirty Six Thousand Three Hundred Eighteen dollars)***, and ***\$515,973 (Five Hundred Fifteen Thousand Nine Hundred Seventy Three***

dollars) per 12 month extension option, for a total Agreement amount of \$3,084,237. Continuation of the Agreement beyond the initial 37 months is specifically contingent upon the availability and allocation of funding, and authorization by City Council.

Section 4.1.1.2 Transfers between or among the approved budget categories in excess of 10% or more than \$50,000 will require the City Agreement Manager's approval, and must meet all of the conditions outlined in Section 4.1.1.1 (ii) and (iii) above.

- i. The Grantee must submit a Budget Revision Form to the City prior to the submission of the Grantee's first monthly billing to the City following the transfer.

Section 4.1.2 Payment to the Grantee shall be made in the following increments:

4.1.2.2 For the Program Period of 10/1/2016 through 9/30/2017, the payment from the City to the Grantee shall not exceed \$515,973 (*Five Hundred Fifteen Thousand Nine Hundred Seventy Three dollars*);

4.1.2.3 For the Program Period of 10/1/2017 through 9/30/2018, the payment from the City to the Grantee shall not exceed \$515,973 (*Five Hundred Fifteen Thousand Nine Hundred Seventy Three dollars*).

Section 4.3.1 All requests accepted and approved for payment by the City will be paid within 30 calendar days of the City's receipt of the deliverables or of the invoice, whichever is later. Requests for payment received without the information required in Section 4.2 cannot be processed, will be returned to the Grantee, and City will make no payment in connection with such request.

Section 4.4 **Non-Appropriation.** The awarding or continuation of this Agreement is dependent upon the availability of funding and authorization by Council. The City's payment obligations are payable only and solely from funds appropriated and available for this Agreement. The absence of appropriated or other lawfully available funds shall render the Agreement null and void to the extent funds are not appropriated or available and any deliverables delivered but unpaid shall be returned to the Grantee. The City shall provide the Grantee written notice of the failure of the City to make an adequate appropriation for any fiscal year to pay the amounts due under the Agreement, or the reduction of any appropriation to an amount insufficient to permit the City to pay its obligations under the Agreement. In the event of non- or inadequate appropriation of funds, there will be no penalty or removal fees charged to the City.

Section 4.7.1 The City agrees to pay Grantee for services rendered under this Agreement and to reimburse Grantee for actual, eligible expenses incurred and paid in accordance with all terms and conditions of this Agreement. The City shall not be liable to Grantee for any costs incurred by Grantee which are not reimbursable as set forth in Section 4.8.

Section 4.7.4 The City shall not be liable to Grantee for any costs which have been paid under other agreements or from other funds. In addition, the City shall not be liable for any costs incurred by Grantee which were: a) incurred prior to the effective date of this Agreement or outside the Agreement period as referenced in Sections 4.1.2 and 4.8.1., or b) not billed to the City within 5 business days before the due date for the Grantee's annual Contract Progress Report or Contract Closeout Summary Report, whichever is applicable.

Section 4.7.6 Grantee shall deposit and maintain all funds received under this Agreement in either a separate numbered bank account or a general operating account, either of which shall be supported with the maintenance of a separate accounting with a specific chart which reflects specific revenues and expenditures for the monies received under this Agreement. The Grantee's accounting system must identify the specific expenditures, or portions of expenditures, against which funds under this Agreement are disbursed. Grantee must be able to produce an

accounting system-generated report of exact expenses or portions of expenses charged to the City for any given time period.

Section 4.8.1 Reimbursement Only. Expenses and/or expenditures shall be considered reimbursable only if incurred during the current Program Period identified in Section 4.1.2, directly and specifically in the performance of this Agreement, and in conformance with the Agreement Exhibits. Grantee agrees that, unless otherwise specifically provided for in this Agreement, payment by the City under the terms of this Agreement is made on a reimbursement basis only; Grantee must have incurred and paid costs prior to those costs being invoiced and considered allowable under this Agreement and subject to payment by the City. Expenses incurred during the Program Period may be paid up to 30 days after the end of the Program Period and included in the Final Payment Request for the Program Period, which shall be due no later than 5 p.m. CST 5 business days before the due date for the Grantee's annual Contract Progress Report or Contract Closeout Summary Report, whichever is applicable.

Section 4.8.3 The City's prior written authorization is required in order for the following to be considered allowable costs. Inclusion in the budget within this Agreement constitutes "written authorization." The item shall be specifically identified in the budget. The City shall have the authority to make the final determination as to whether an expense is an allowable cost.

1. Alteration, construction, or relocation of facilities
2. Cash payments, including cash equivalent gift cards such as Visa, MasterCard and American Express
3. Equipment and other capital expenditures.
4. Interest, other than mortgage interest as part of a pre-approved budget under this Agreement
5. Organization costs (costs in connection with the establishment or reorganization of an organization)
6. Purchases of tangible, nonexpendable property, including fax machines, stereo systems, cameras, video recorder/players, microcomputers, software, printers, microscopes, oscilloscopes, centrifuges, balances and incubator, or any other item having a useful life of more than one year and an acquisition cost, including freight, of over \$5,000
7. Selling and marketing
8. Travel/training outside Travis County

Section 4.8.4 The following types of expenses are specifically **not allowable** with City funds under this Agreement. The City shall have the authority to make the final determination as to whether an expense is an allowable cost.

1. Alcoholic beverages
2. Bad debts
3. Compensation of trustees, directors, officers, or advisory board members, other than those acting in an executive capacity
4. Contingency provisions (funds). (Self-insurance reserves and pension funds are allowable.)
5. Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement
6. Deferred costs
7. Depreciation
8. Donations and contributions including donated goods or space
9. Entertainment costs, other than expenses related to client incentives
10. Fines and penalties (including late fees)
11. Fundraising and development costs
12. Goods or services for officers' or employees' personal use
13. Housing and personal living expenses for organization's officers or employees
14. Idle facilities and idle capacity

15. Litigation-related expenses (including personnel costs) in action(s) naming the City as a Defendant
16. Lobbying or other expenses related to political activity
17. Losses on other agreements or casualty losses
18. Public relations costs, except reasonable, pre-approved advertising costs related directly to services provided under this Agreement
19. Taxes, other than payroll and other personnel-related levies
20. Travel outside of the United States of America

Section 4.9.5 Grantee shall provide the City with a copy of the completed Administrative and Fiscal Review (AFR) using the forms shown at <http://www.ckodm.com/austin/>, and required AFR Attachments, including a copy of the Grantee's completed Internal Revenue Service Form 990 or 990EZ (Return of Organization Exempt from Income Tax) if applicable, for each calendar year to be due in conjunction with submission of the Grantee's annual financial audit report or financial review report as outlined in Section 4.12.4. If Grantee filed a Form 990 or Form 990EZ extension request, Grantee shall provide the City with a copy of that application of extension of time to file (IRS Form 2758) within 30 days of filing said form(s), and a copy of the final IRS Form 990 document(s) immediately upon completion.

Section 4.10.1 Grantee shall maintain written policies and procedures approved by its governing body and shall make copies of all policies and procedures available to the City upon request. At a minimum, written policies shall exist in the following areas: Financial Management; Subcontracting and/or Procurement; Equal Employment Opportunity; Personnel and Personnel Grievance; Nepotism; Non-Discrimination of Clients; Client Grievance; Drug Free Workplace; the Americans with Disabilities Act; Conflict of Interest; Whistleblower; and Criminal Background Checks.

Section 4.11.2 The City expressly reserves the right to monitor client-level data related to services provided under this Agreement. If the Grantee asserts that client-level data is legally protected from disclosure to the City, a specific and valid legal reference to this assertion must be provided and is subject to acceptance by the City's Law Department.

Section 4.11.3 Grantee shall provide the City with copies of all evaluation or monitoring reports received from other funding sources during the Agreement Term upon request following the receipt of the final report.

Section 4.12.2 If Grantee is not subject to the Single Audit Act, and expends \$750,000 or more during the Grantee's fiscal year, then Grantee shall have a full financial audit performed in accordance with Generally Accepted Auditing Standards (GAAS). If less than \$750,000 is expended, then a financial review is acceptable, pursuant to the requirements of this Agreement.

Section 4.12.4 Grantee must submit 1 Board-approved, bound hard copy of a complete financial audit report or financial review report, to include the original auditor Opinion Letter/Independent Auditor's Report within 270 calendar days of the end of Grantee's fiscal year, unless alternative arrangements are approved in writing by the City. The financial audit report or financial review report must include the Management Letter/Internal Controls Letter, if one was issued by the auditor. Grantee may not submit electronic copies of financial audit reports or financial review reports to the City. Financial audit reports or financial review reports must be provided in hard copy, and either mailed or hand-delivered to the City.

Section 4.12.6 The City will contact the Board Chair to verify that the auditor presented the financial audit report/financial review report to the Grantee's Board of Directors or a committee of the Board.

- i. Grantee's Board Chair must submit a signed and dated copy of the APH Board Certification form to the City as verification.

A signed and dated copy of the APH Board Certification form will be due to the City with the financial audit report/financial review report. The City will deem the financial audit report/financial review report incomplete if the Grantee fails to submit the Board Certification form, as required by this Section.

Section 8.6 Business Continuity. Grantee warrants that it has adopted a business continuity plan that describes how Grantee will continue to provide services in the event of an emergency or other unforeseen event, and agrees to maintain the plan on file for review by the City. Grantee shall provide a copy of the plan to the City's Agreement Manager upon request at any time during the term of this Agreement, and the requested information regarding the Business Continuity Plan shall appear in the annual Administrative and Fiscal Review document.

Section 8.21.1.4 require that all Subgrantees obtain and maintain, throughout the term of their Subagreement, insurance in the type required by this Agreement, and in amounts appropriate for the amount of the Subagreement, with the City being a named insured as its interest shall appear;

5.0 The following Terms and Conditions have been ADDED to the Agreement:

Section 4.3.3.8 identification of previously reimbursed expenses determined to be unallowable after payment was made.

Section 4.10.2 Grantee shall provide the City with copies of revised Articles of Incorporation and Doing Business As (DBA) certificates (if applicable) within 14 calendar days of receipt of the notice of filing by the Secretary of State's office. Grantee shall provide the City with copies of revised By-Laws within 14 calendar days of their approval by the Grantee's governing body.

Section 8.6.1 Grantee agrees to participate in the City's Emergency Preparedness and Response Plan and other disaster planning processes. Grantee participation includes assisting the City to provide disaster response and recovery assistance to individuals and families impacted by manmade or natural disasters.

Section 8.21.1.6 maintain and make available to the City, upon request, Certificates of Insurance for all Subgrantees.

Section 8.27 Public Information Act. Grantee acknowledges that the City is required to comply with Chapter 552 of the Texas Government Code (Public Information Act). Under the Public Information Act, this Agreement and all related information within the City's possession or to which the City has access are presumed to be public and will be released unless the information is subject to an exception described in the Public Information Act.

Section 8.28 HIPAA Standards. As applicable, Grantee and Subgrantees are required to develop and maintain administrative safeguards to ensure the confidentiality of all protected client information, for both electronic and non-electronic records, as established in the Health Insurance Portability and Accountability Act (HIPAA) Standards CFR 160 and 164, and to comply with all other applicable federal, state, and local laws and policies applicable to the confidentiality of protected client information. Grantee must maintain HIPAA-compliant Business Associate agreements with each entity with which it may share any protected client information.

8.28.1 Business Associate Agreement. If performance of this Agreement involves the use or disclosure of Protected Health Information (PHI), as that term is defined in 45 C.F.R. §

160.103, then Grantee acknowledges and agrees to comply with the terms and conditions contained in the Business Associate Agreement, attached as Exhibit E.

Section 8.29 Political and Sectarian Activity. No portion of the funds received by the Grantee under this Agreement shall be used for any political activity (including, but not limited to, any activity to further the election or defeat of any candidate for public office) or any activity undertaken to influence the passage, defeat, or final content of legislation; or for any sectarian or religious purposes.

Section 8.30 Culturally and Linguistically Appropriate Standards (CLAS). The City is committed to providing effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural beliefs and practices, preferred languages, health literacy, and other communication needs. This commitment applies to services provided directly by the City as well as services provided through its Grantees. Grantee and its Subgrantees agree to implement processes and services in a manner that is culturally and linguistically appropriate and competent. Guidance on adopting such standards and practices are available at the U.S. Department of Health and Human Services Office of Minority Health's website at: <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=1&lvlid=6>.

In some instances, failure to provide language assistance services may have the effect of discriminating against persons on the basis of their natural origin. Guidelines for serving individuals with Limited English Proficiency (LEP) are available at <https://www.lep.gov/faqs/faqs.html>.

6.0 MBE/WBE goals were not established for this Contract.

7.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Contract.

8.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

9.0 All other Contract terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced contract.

CONTRACTOR

Signature: _____

COMMUNITIES IN SCHOOLS OF CENTRAL
TEXAS

Suki Steinhauer, Executive Director
3000 South IH 35, Suite 200
Austin, TX 78704

Date: 3/7/17

CITY OF AUSTIN

Signature: _____

City of Austin
Purchasing Office
PO Box 1088
Austin, TX 78767

Date: 4-7-17

Program Budget and Narrative

	<i>1</i>	<i>Period 2</i>	<i>3</i>	<i>Contract Start Contract End</i>	<i>9/1/2015 9/30/2018</i>
<i>Period Start Date</i>	9/1/2015	10/1/2016	10/1/2017		
<i>Period End Date</i>	9/30/2016	9/30/2017	9/30/2018	<i>Total</i>	
<i>Salary plus Benefits</i>	\$492,029.00	\$503,630.00	\$503,630.00		\$1,499,289.00
<i>General Operations Expenses</i>	\$12,343.00	\$12,343.00	\$12,343.00		\$37,029.00
<i>Program Subcontractors</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Staff Travel</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Conferences</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Operations SubTotal</i>	\$12,343.00	\$12,343.00	\$12,343.00		\$37,029.00
<i>Food and Beverages for Clients</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Financial Direct Assistance to Clients</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Other Assistance Amount</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Direct Assistance SubTotal</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Capital Outlay Amount</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Total</i>	\$504,372.00	\$515,973.00	\$515,973.00		\$1,536,318.00
<i>Total Period Percentage</i>	32.83	33.59	33.59		

Detailed Budget Narrative**Salaries plus Benefits**

Salaries, benefits, retirement, and employment taxes

General Op Expenses

Mileage costs within Travis County; staff training and staff development expenses; insurance costs including general liability, property, and crime; audit expenses; program supplies; office rent; internet and phone expenses; postage and mailing supplies; copier expenses and reproduction supplies

Program Subcontractors**Staff Travel****Conferences****Food and Beverage****Financial Assistance****Other Assistance****Capital Outlay**

BUSINESS ASSOCIATE AGREEMENT PROVISIONS

This Business Associate Agreement (the "Agreement"), is made by and between the Grantee (Business Associate) and the City (Covered Entity) (collectively the "Parties") to comply with privacy standards adopted by the U.S. Department of Health and Human Services as they may be amended from time to time, 45 C.F.R. parts 160 and 164 ("the Privacy Rule") and security standards adopted by the U.S. Department of Health and Human Services as they may be amended from time to time, 45 C.F.R. parts 160, 162 and 164, subpart C ("the Security Rule"), and the Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 and regulations promulgated there under and any applicable state confidentiality laws.

RECITALS

WHEREAS, Business Associate provides services outlined in Exhibit A.1 to or on behalf of Covered Entity;

WHEREAS, in connection with these services, Covered Entity discloses to Business Associate certain protected health information that is subject to protection under the HIPAA Rules; and

WHEREAS, the HIPAA Rules require that Covered Entity receive adequate assurances that Business Associate will comply with certain obligations with respect to the PHI received, maintained, or transmitted in the course of providing services to or on behalf of Covered Entity.

NOW THEREFORE, in consideration of the mutual promises and covenants herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

- A. Definitions. Terms used herein, but not otherwise defined, shall have meaning ascribed by the Privacy Rule and the Security Rule.
1. Breach. "Breach" shall have the same meaning as the term "breach" in 45 C.F.R. §164.502.
 2. Business Associate. "Business Associate" shall have the same meaning as the term "business associate" in 45 C.F.R. §160.103 and in reference to the party to this agreement, shall mean Grantee.
 3. Covered Entity. "Covered Entity" shall have the same meaning as the term "covered entity" in 45 C.F.R. §160.103 and in reference to the party to this agreement shall mean The City of Austin.
 4. Designated Record Set. "Designated Record Set" shall mean a group of records maintained by or for a Covered Entity that is: (i) the medical records and billing records about Individuals maintained by or for a covered health care provider; (ii) the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or (iii) used, in whole or in part, by or for the covered entity to make decisions about Individuals. For purposes of

this definition, the term "record" means any item, collection, or grouping of information that includes protected health information and is maintained, collected, used, or disseminated by or for a covered entity.

5. HIPAA Rules. The Privacy Rule and the Security Rule and amendments codified and promulgated by the HITECH Act are referred to collectively herein as "HIPAA Rules."
 6. Individual. "Individual" shall mean the person who is the subject of the protected health information.
 7. Incident. "Incident" means a potential or attempted unauthorized access, use, disclosure, modification, loss or destruction of PHI, which has the potential for jeopardizing the confidentiality, integrity or availability of the PHI.
 8. Protected Health Information ("PHI"). "Protected Health Information" or PHI shall have the same meaning as the term "protected health information" in 45 C.F.R. §160.103, limited to the information created, received, maintained or transmitted by Business Associate from or on behalf of covered entity pursuant to this Agreement.
 9. Required by Law. "Required by Law" shall mean a mandate contained in law that compels a use or disclosure of PHI.
 10. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his or her Designee.
 11. Sensitive Personal Information. "Sensitive Personal Information" shall mean an individual's first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted: a) social security number; driver's license number or government-issued identification number; or account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account; or b) information that identifies an individual and relates to: the physical or mental health or condition of the individual; the provision of health care to the individual; or payment for the provision of health care to the individual.
 12. Subcontractor. "subcontractor" shall have the same meaning as the term "subcontractor" in 45 C.F.R. §160.103.
 13. Unsecured PHI. "Unsecured PHI" shall mean PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in the guidance issued under section 13402(h)(2) of Public Law 111-5.
- B. Purposes for which PHI May Be Disclosed to Business Associate. In connection with the services provided by Business Associate to or on behalf of Covered Entity described in this

Agreement, Covered Entity may disclose PHI to Business Associate for the purposes of providing a social service.

C. Obligations of Covered Entity. If deemed applicable by Covered Entity, Covered Entity shall:

1. provide Business Associate a copy of its Notice of Privacy Practices ("Notice") produced by Covered Entity in accordance with 45 C.F.R. 164.520 as well as any changes to such Notice;
2. provide Business Associate with any changes in, or revocation of, authorizations by Individuals relating to the use and/or disclosure of PHI, if such changes affect Business Associate's permitted or required uses and/or disclosures;
3. notify Business Associate of any restriction to the use and/or disclosure of PHI to which Covered Entity has agreed in accordance with 45 C.F.R. 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI;
4. not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Covered entity;
5. notify Business Associate of any amendment to PHI to which Covered Entity has agreed that affects a Designated Record Set maintained by Business Associate;
6. if Business Associate maintains a Designated Record Set, provide Business Associate with a copy of its policies and procedures related to an Individual's right to: access PHI; request an amendment to PHI; request confidential communications of PHI; or request an accounting of disclosures of PHI; and,
7. direct, review and control notification made by the Business Associate of individuals of breach of their Unsecured PHI in accordance with the requirements set forth in 45 C.F.R. §164.404.

D. Obligations of Business Associate. Business Associate agrees to comply with applicable federal and state confidentiality and security laws, specifically the provisions of the HIPAA Rules applicable to business associates, including:

1. Use and Disclosure of PHI. Except as otherwise permitted by this Agreement or applicable law, Business Associate shall not use or disclose PHI except as necessary to provide Services described above to or on behalf of Covered Entity, and shall not use or disclose PHI that would violate the HIPAA Rules if used or disclosed by Covered Entity. Also, knowing that there are certain restrictions on disclosure of PHI. Provided, however, Business Associate may use and disclose PHI as necessary for the proper management and administration of Business Associate, or to carry out its legal responsibilities. Business Associate shall in such cases:

- (a) provide information and training to members of its workforce using or disclosing PHI regarding the confidentiality requirements of the HIPAA Rules and this Agreement;
 - (b) obtain reasonable assurances from the person or entity to whom the PHI is disclosed that: (a) the PHI will be held confidential and further used and disclosed only as Required by Law or for the purpose for which it was disclosed to the person or entity; and (b) the person or entity will notify Business Associate of any instances of which it is aware in which confidentiality of the PHI has been breached; and
 - (c) agree to notify the designated Privacy Officer of Covered Entity of any instances of which it is aware in which the PHI is used or disclosed for a purpose that is not otherwise provided for in this Agreement or for a purpose not expressly permitted by the HIPAA Rules.
- 2. Data Aggregation. In the event that Business Associate works for more than one Covered Entity, Business Associate is permitted to use and disclose PHI for data aggregation purposes, however, only in order to analyze data for permitted health care operations, and only to the extent that such use is permitted under the HIPAA Rules.
- 3. De-identified Information. Business Associate may use and disclose de-identified health information if written approval from the Covered Entity is obtained, and the PHI is de-identified in compliance with the HIPAA Rules. Moreover, Business Associate shall review and comply with the requirements defined under Section E. of this Agreement.
- 4. Safeguards.
 - (a) Business Associate shall maintain appropriate safeguards to ensure that PHI is not used or disclosed other than as provided by this Agreement or as Required by Law. Business Associate shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any paper or electronic PHI it creates, receives, maintains, or transmits on behalf of Covered Entity.
 - (b) Business Associate shall assure that all PHI be secured when accessed by Business Associate's employees, agents or subcontractor. Any access to PHI by Business Associate's employees, agents or subcontractors shall be limited to legitimate business needs while working with PHI. Any personnel changes by Business Associate, eliminating the legitimate business needs for employees, agents or contractors access to PHI – either by revision of duties or termination – shall be immediately reported to Covered Entity. Such reporting shall be made no later than the third business day after the personnel change becomes effective.

5. Minimum Necessary. Business Associate shall ensure that all uses and disclosures of PHI are subject to the principle of "minimum necessary use and disclosure," i.e., that only PHI that is the minimum necessary to accomplish the intended purpose of the use, disclosure, or request is used or disclosed; and, the use of limited data sets when possible.
6. Disclosure to Agents and Subcontractors. If Business Associate discloses PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, to agents, including a subcontractor, Business Associate shall require the agent or subcontractor to agree to the same restrictions and conditions as apply to Business Associate under this Agreement. Business Associate shall ensure that any agent, including a subcontractor, agrees to implement reasonable and appropriate safeguards to protect the confidentiality, integrity, and availability of the paper or electronic PHI that it creates, receives, maintains, or transmits on behalf of the Covered Entity. Business Associate shall be liable to Covered Entity for any acts, failures or omissions of the agent or subcontractor in providing the services as if they were Business Associate's own acts, failures or omissions, to the extent permitted by law. Business Associate further expressly warrants that its agents or subcontractors will be specifically advised of, and will comply in all respects with, the terms of this Agreement.
7. Individual Rights Regarding Designated Record Sets. If Business Associate maintains a Designated Record Set on behalf of Covered Entity Business Associate agrees as follows:
 - (a) Individual Right to Copy or Inspection. Business Associate agrees that if it maintains a Designated Record Set for Covered Entity that is not maintained by Covered Entity, it will permit an Individual to inspect or copy PHI about the Individual in that set as directed by Covered Entity to meet the requirements of 45 C.F.R. § 164.524. If the PHI is in electronic format, the Individual shall have a right to obtain a copy of such information in electronic format and, if the Individual chooses, to direct that an electronic copy be transmitted directly to an entity or person designated by the individual in accordance with HITECH section 13405 (c). Under the Privacy Rule, Covered Entity is required to take action on such requests as soon as possible, but not later than 30 days following receipt of the request. Business Associate agrees to make reasonable efforts to assist Covered Entity in meeting this deadline. The information shall be provided in the form or format requested if it is readily producible in such form or format; or in summary, if the Individual has agreed in advance to accept the information in summary form. A reasonable, cost-based fee for copying health information may be charged. If Covered Entity maintains the requested records, Covered Entity, rather than Business Associate shall permit access according to its policies and procedures implementing the Privacy Rule.

- (b) Individual Right to Amendment. Business Associate agrees, if it maintains PHI in a Designated Record Set, to make amendments to PHI at the request and direction of Covered Entity pursuant to 45 C.F.R. §164.526. If Business Associate maintains a record in a Designated Record Set that is not also maintained by Covered Entity, Business Associate agrees that it will accommodate an Individual's request to amend PHI only in conjunction with a determination by Covered Entity that the amendment is appropriate according to 45 C.F.R. §164.526.
- (c) Accounting of Disclosures. Business Associate agrees to maintain documentation of the information required to provide an accounting of disclosures of PHI, whether PHI is paper or electronic format, in accordance with 45 C.F.R. §164.528 and HITECH Sub Title D Title VI Section 13405 (c), and to make this information available to Covered Entity upon Covered Entity's request, in order to allow Covered Entity to respond to an Individual's request for accounting of disclosures. Under the Privacy Rule, Covered Entity is required to take action on such requests as soon as possible but not later than 60 days following receipt of the request. Business Associate agrees to use its best efforts to assist Covered Entity in meeting this deadline but not later than 45 days following receipt of the request. Such accounting must be provided without cost to the individual or Covered Entity if it is the first accounting requested by an individual within any 12 month period; however, a reasonable, cost-based fee may be charged for subsequent accountings if Business Associate informs the individual in advance of the fee and is afforded an opportunity to withdraw or modify the request. Such accounting is limited to disclosures that were made in the six (6) years prior to the request (not including disclosures prior to the compliance date of the Privacy Rule) and shall be provided for as long as Business Associate maintains the PHI.
8. Internal Practices, Policies and Procedures. Except as otherwise specified herein, Business Associate shall make available its internal practices, books, records, policies and procedures relating to the use and disclosure of PHI, received from or on behalf of Covered Entity to the Secretary or his or her agents for the purpose of determining Covered Entity's compliance with the HIPAA Rules, or any other health oversight agency, or to Covered Entity. Records requested that are not protected by an applicable legal privilege will be made available in the time and manner specified by Covered Entity or the Secretary.
9. Notice of Privacy Practices. Business Associate shall abide by the limitations of Covered Entity's Notice of which it has knowledge. Any use or disclosure permitted by this Agreement may be amended by changes to Covered Entity's Notice; provided, however, that the amended Notice shall not affect permitted uses and disclosures on which Business Associate relied prior to receiving notice of such amended Notice.

10. Withdrawal of Authorization. If the use or disclosure of PHI in this Agreement is based upon an Individual's specific authorization for the use or disclosure of his or her PHI, and the Individual revokes such authorization, the effective date of such authorization has expired, or such authorization is found to be defective in any manner that renders it invalid, Business Associate shall, if it has notice of such revocation, expiration, or invalidity, cease the use and disclosure of the Individual's PHI except to the extent it has relied on such use or disclosure, or if an exception under the Privacy Rule expressly applies.
11. Knowledge of HIPAA Rules. Business Associate agrees to review and understand the HIPAA Rules as it applies to Business Associate, and to comply with the applicable requirements of the HIPAA Rule, as well as any applicable amendments.
12. Information Incident Notification for PHI. Business Associate will report any successful Incident of which it becomes aware and at the request of the Covered Entity, will identify: the date of the Incident, scope of Incident, Business Associate's response to the Incident, and the identification of the party responsible for causing the Incident.
13. Information Breach Notification for PHI. Business Associate expressly recognizes that Covered Entity has certain reporting and disclosure obligations to the Secretary and the Individual in case of a security breach of unsecured PHI. Where Business Associate accesses, maintains, retains, modifies, records, stores, destroys, or otherwise holds, uses or discloses unsecured paper or electronic PHI, Business Associate immediately following the "discovery" (within the meaning of 45 C.F.R. §164.410(a)) of a breach of such information, shall notify Covered Entity of such breach. Initial notification of the breach does not need to be in compliance with 45 C.F.R. §164.404(c); however, Business Associate must provide Covered Entity with all information necessary for Covered Entity to comply with 45 C.F.R. §164.404(c) without reasonable delay, and in no case later than three days following the discovery of the breach. Business Associate shall be liable for the costs associated with such breach if caused by the Business Associate's negligent or willful acts or omissions, or the negligent or willful acts or omissions of Business Associate's agents, officers, employees or subcontractors.
14. Breach Notification to Individuals. Business Associate's duty to notify Covered Entity of any breach does not permit Business Associate to notify those individuals whose PHI has been breached by Business Associate without the express written permission of Covered Entity to do so. Any and all notification to those individuals whose PHI has been breached shall be made by the Business Associate under the direction, review and control of Covered Entity. The Business Associate will notify the Covered Entity via telephone with follow-up in writing to include; name of individuals whose PHI was breached, information breached, date of breach, form of breach, etc. The cost of the notification will be paid by the Business Associate.
15. Information Breach Notification for Other Sensitive Personal Information. In addition to the reporting under Section D.12, Business Associate shall notify

Covered Entity of any breach of computerized Sensitive Personal Information (as determined pursuant to Title 11, subtitle B, chapter 521, Subchapter A, Section 521.053, Texas Business & Commerce Code) to assure Covered Entity's compliance with the notification requirements of Title 11, Subtitle B, Chapter 521, Subchapter A, Section 521.053, Texas Business & Commerce Code. Accordingly, Business Associate shall be liable for all costs associated with any breach caused by Business Associate's negligent or willful acts or omissions, or those negligent or willful acts or omissions of Business Associate's agents, officers, employees or subcontractors.

E. Permitted Uses and Disclosures by Business Associates. Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in this Business Associates Agreement or in a Master Services Agreement, provided that such use or disclosure would not violate the HIPAA Rules if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity. Also, Business Associate may use PHI to report violations of law to appropriate Federal and State authorities, consistent with the HIPAA Rules.

1. Use. Business Associate will not, and will ensure that its directors, officers, employees, contractors and other agents do not, use PHI other than as permitted or required by Business Associate to perform the Services or as required by law, but in no event in any manner that would constitute a violation of the Privacy Standards or Security standards if used by Covered Entity.
2. Disclosure. Business Associate will not, and will ensure that its directors, officers, employees, contractors, and other agents do not, disclose PHI other than as permitted pursuant to this arrangement or as required by law, but in no event disclose PHI in any manner that would constitute a violation of the Privacy Standards or Security Standards if disclosed by Covered Entity.
3. Business Associate acknowledges and agrees that Covered Entity owns all right, title, and interest in and to all PHI, and that such right, title, and interest will be vested in Covered Entity. Neither Business Associate nor any of its employees, agents, consultants or assigns will have any rights in any of the PHI, except as expressly set forth above. Business Associate represents, warrants, and covenants that it will not compile and/or distribute analyses to third parties using any PHI without Covered Entity's express written consent.

F. Application of Security and Privacy Provisions to Business Associate.

1. Security Measures. Sections 164.308, 164.310, 164.312 and 164.316 of Title 45 of the Code of Federal Regulations dealing with the administrative, physical and technical safeguards as well as policies, procedures and documentation requirements that apply to Covered Entity shall in the same manner apply to Business Associate. Any additional security requirements contained in Sub Title D of Title IV of the HITECH Act that apply to Covered Entity shall also apply to Business Associate. Pursuant to

the foregoing requirements in this section, the Business Associate will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the paper or electronic PHI that it creates, has access to, or transmits. Business Associate will also ensure that any agent, including a subcontractor, to whom it provides such information, agrees to implement reasonable and appropriate safeguards to protect such information. Business Associate will ensure that PHI contained in portable devices or removable media is encrypted.

2. Annual Guidance. For the first year beginning after the date of the enactment of the HITECH Act and annually thereafter, the Secretary shall annually issue guidance on the most effective and appropriate technical safeguards for use in carrying out the sections referred to in subsection (a) and the security standards in subpart C of part 164 of title 45, Code of Federal Regulations. Business Associate shall, at their own cost and effort, monitor the issuance of such guidance and comply accordingly.
3. Privacy Provisions. The enhanced HIPAA privacy requirements including but not necessarily limited to accounting for certain PHI disclosures for treatment, restrictions on the sale of PHI, restrictions on marketing and fundraising communications, payment and health care operations contained Subtitle D of the HITECH Act that apply to the Covered entity shall equally apply to the Business Associate.
4. Application of Civil and Criminal Penalties. If Business Associate violates any security or privacy provision specified in subparagraphs (1) and (2) above, sections 1176 and 1177 of the Social Security Act (42 U.S.C. 1320d-5, 1320d-6) shall apply to Business Associate with respect to such violation in the same manner that such sections apply to Covered Entity if it violates such provisions.

G. Term and Termination.

1. Term. This Agreement shall be effective as of the Effective Date and shall be terminated when all PHI provided to Business Associate by Covered Entity, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity.
2. Termination for Cause. Upon Covered entity's knowledge of a material breach by Business Associate, Covered Entity shall either:
 - a. Provide an opportunity for Business Associate to cure the breach within 30 days of written notice of such breach or end the violation and terminate this Agreement, whether it is in the form of a stand alone agreement or an addendum to a Master Services Agreement, if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity; or
 - b. Immediately terminate this Agreement whether it is in the form of a stand alone agreement or an addendum to a Master Services Agreement if

Business associate has breached a material term of this Agreement and cure is not possible.

3. Effect of Termination. Upon termination of this Agreement for any reason, Business Associate agrees to return or destroy all PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, maintained by Business Associate in any form. If Business Associate determines that the return or destruction of PHI is not feasible, Business Associate shall inform Covered Entity in writing of the reason thereof, and shall agree to extend the protections of this Agreement to such PHI and limit further uses and disclosures of the PHI to those purposes that make the return or destruction of the PHI not feasible for so long as Business Associate retains the PHI.

H. Miscellaneous.

1. Indemnification. To the extent permitted by law, Business Associate agrees to indemnify and hold harmless Covered Entity from and against all claims, demands, liabilities, judgments or causes of action of any nature for any relief, elements of recovery or damages recognized by law (including, without limitation, attorney's fees, defense costs, and equitable relief), for any damage or loss incurred by Covered Entity arising out of, resulting from, or attributable to any acts or omissions or other conduct of Business Associate or its agents in connection with the performance of Business Associate's or its agents' duties under this Agreement. This indemnity shall apply even if Covered Entity is alleged to be solely or jointly negligent or otherwise solely or jointly at fault; provided, however, that a trier of fact finds Covered Entity not to be solely or jointly negligent or otherwise solely or jointly at fault. This indemnity shall not be construed to limit Covered Entity's rights, if any, to common law indemnity.

Covered Entity shall have the option, at its sole discretion, to employ attorneys selected by it to defend any such action, the costs and expenses of which shall be the responsibility of Business Associate. Covered Entity shall provide Business Associate with timely notice of the existence of such proceedings and such information, documents and other cooperation as reasonably necessary to assist Business Associate in establishing a defense to such action.

These indemnities shall survive termination of this Agreement, and Covered Entity reserves the right, at its option and expense, to participate in the defense of any suit or proceeding through counsel of its own choosing.

2. Mitigation. If Business Associate violates this Agreement or either of the HIPAA Rules, Business Associate agrees to mitigate any damage caused by such breach.
3. Rights of Proprietary Information. Covered Entity retains any and all rights to the proprietary information, confidential information, and PHI it releases to Business Associate.
4. Survival. The respective rights and obligations of Business Associate under Section E.3 of this Agreement shall survive the termination of this Agreement.

5. Notices. Any notices pertaining to this Agreement shall be given in writing and shall be deemed duly given when personally delivered to a Party or a Party's authorized representative as listed in Section 8.7 of the agreement between the City and Grantee or sent by means of a reputable overnight carrier, or sent by means of certified mail, return receipt requested, postage prepaid. A notice sent by certified mail shall be deemed given on the date of receipt or refusal of receipt.
6. Amendments. This Agreement may not be changed or modified in any manner except by an instrument in writing signed by a duly authorized officer of each of the Parties hereto. The Parties, however, agree to amend this Agreement from time to time as necessary, in order to allow Covered Entity to comply with the requirements of the HIPAA Rules.
7. Choice of Law. This Agreement and the rights and the obligations of the Parties hereunder shall be governed by and construed under the laws of the State of Texas without regard to applicable conflict of laws principles.
8. Assignment of Rights and Delegation of Duties. This Agreement is binding upon and inures to the benefit of the Parties hereto and their respective successors and permitted assigns. However, neither Party may assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed. Notwithstanding any provisions to the contrary, however, Covered Entity retains the right to assign or delegate any of its rights or obligations hereunder to any of its wholly owned subsidiaries, affiliates or successor companies. Assignments made in violation of this provision are null and void.
9. Nature of Agreement. Nothing in this Agreement shall be construed to create (i) a partnership, joint venture or other joint business relationship between the Parties or any of their affiliates, (ii) any fiduciary duty owed by one Party to another Party or any of its affiliates, or (iii) a relationship of employer and employee between the Parties.
10. No Waiver. Failure or delay on the part of either Party to exercise any right, power, privilege or remedy hereunder shall not constitute a waiver thereof. No provision of this Agreement may be waived by either Party except by a writing signed by an authorized representative of the Party making the waiver.
11. Equitable Relief. Any disclosure of misappropriation of PHI by Business Associate in violation of this Agreement will cause Covered Entity irreparable harm, the amount of which may be difficult to ascertain. Business Associate therefore agrees that Covered Entity shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining Business Associate from any such further disclosure or breach, and for such other relief as Covered Entity shall deem appropriate. Such rights are in addition to any other remedies available to Covered Entity at law or in equity. Business Associate expressly waives the defense that a remedy in damages will be adequate, and further waives any requirement in an action for specific performance or injunction for the posting of a bond by Covered Entity.

12. Severability. The provisions of this Agreement shall be severable, and if any provision of this Agreement shall be held or declared to be illegal, invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect as though such illegal, invalid or unenforceable provision had not been contained herein.
13. No Third Party Beneficiaries. Nothing in this Agreement shall be considered or construed as conferring any right or benefit on a person not a party to this Agreement nor imposing any obligations on either Party hereto to persons not a party to this Agreement.
14. Headings. The descriptive headings of the articles, sections, subsections, exhibits and schedules of this Agreement are inserted for convenience only, do not constitute a part of this Agreement and shall not affect in any way the meaning or interpretation of this Agreement.
15. Entire Agreement. This Agreement, together with all Exhibits, Riders and amendments, if applicable, which are fully completed and signed by authorized persons on behalf of both Parties from time to time while this Agreement is in effect, constitutes the entire Agreement between the Parties hereto with respect to the subject matter hereof and supersedes all previous written or oral understandings, agreements, negotiations, commitments, and any other writing and communication by or between the Parties with respect to the subject matter hereof. In the event of any inconsistencies between any provisions of this Agreement in any provisions of the Exhibits, Riders, or amendments, the provisions of this Agreement shall control.
16. Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the HIPAA Rules and any applicable state confidentiality laws. The provisions of this Agreement shall prevail over the provisions of any other agreement that exists between the Parties that may conflict with, or appear inconsistent with, any provision of this Agreement or the HIPAA Rules.
17. Regulatory References. A citation in this Agreement to the Code of Federal Regulations shall mean the cited section as that section may be amended from time to time.



Amendment No. 1
to
Contract No. NG150000022
for
Social Services
between
COMMUNITIES IN SCHOOLS OF CENTRAL TEXAS
and the
CITY OF AUSTIN

- 1.0 The City of Austin and the Contractor hereby agree to the contract revisions listed below.
- 2.0 The total amount for this Amendment to the Contract is ***Eighty Five Thousand Six Hundred Forty Seven dollars (\$85,647)***. The total Contract amount is recapped below:

Term	Contract Change Amount	Total Contract Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 1,427,469
Amendment No. 1: Add funds to Contract and modify Exhibits	\$ 85,647	\$ 1,513,116

- 3.0 The following changes have been made to the original contract EXHIBITS:

Exhibit A.2 -- Program Performance Measures is deleted in its entirety and replaced with a new **Exhibit A.2 -- Program Performance Measures**. [Revised 3/29/2016]

Exhibit B.1 -- Program Budget and Narrative is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 3/29/2016]

- 4.0 The following contract TERMS and CONDITIONS have been revised:

Section 4.1 [Contract Amount]. The Grantee acknowledges and agrees that, notwithstanding any other provision of this Contract, the maximum amount payable by the City under this Contract for the initial thirty-seven (37) month term shall not exceed the amount approved by City Council, which is **\$1,513,116 (One Million Five Hundred Thirteen Thousand One Hundred Sixteen dollars)**, and \$504,372 (*Five Hundred Four Thousand Three Hundred Seventy Two dollars*) per twelve (12) month extension option, for a total Contract amount of \$3,026,232. Continuation of the Contract beyond the initial thirty-seven (37) months is specifically contingent upon the availability and allocation of funding by City Council.

Section 4.1.2 Payment to the Grantee shall be made in the following increments:

4.1.2.1 For the Program Period of September 1, 2015 through September 30, 2016, the payment from the City to the Grantee shall not exceed \$504,372 (*Five Hundred Four Thousand Three Hundred Seventy Two dollars*);

4.1.2.2 For the Program Period of October 1, 2016 through September 30, 2017, the payment from the City to the Grantee shall not exceed \$504,372 (*Five Hundred Four Thousand Three Hundred Seventy Two dollars*);

4.1.2.3 For the Program Period of October 1, 2017 through September 30, 2018, the payment from the City to the Grantee shall not exceed \$504,372 (*Five Hundred Four Thousand Three Hundred Seventy Two dollars*).

5.0 MBE/WBE goals were not established for this Contract.

6.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Contract.

7.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

8.0 All other Contract terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Contract.

CONTRACTOR

Signature: _____

COMMUNITIES IN SCHOOLS OF CENTRAL
TEXAS

Suki Steinhauser, Executive Director
3000 South IH 35, Suite 200
Austin, TX 78704

Date: _____

4/18/16

CITY OF AUSTIN

Signature: _____

City of Austin
Purchasing Office
PO Box 1088
Austin, TX 78767

Date: _____

7/7/16

Communities In Schools of Central Texas
Program Performance Measures

Case Management and Pebble Project

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

Outputs

ID Output Measure Description

	<i>Period</i>			<i>Contract Term **</i>
	<i>1</i>	<i>2*</i>	<i>3*</i>	
1 Total Number of Unduplicated Clients Served	1125	1125	1125	2899

Outcomes

ID Outcome Measure Description

	<i>Period</i>			<i>Contract Term **</i>
	<i>1</i>	<i>2*</i>	<i>3*</i>	
Number of youth served who progress to the next academic level	4149	4149	4149	8914
4B Total number of youth who received services	4610	4610	4610	9904
Percent of youth who progress to the next academic level	90	90	90	90
Number of individuals provided child abuse prevention information who complete a pre/post survey demonstrating improved life skills and/or knowledge	2123	2123	2123	6369
Total number of individuals provided child abuse prevention information who complete pre/post survey	2358	2358	2358	7074
Percent of individuals provided child abuse prevention information who complete pre/post survey who demonstrate improved life skills and/or knowledge	90.03	90.03	90.03	90.03

* Goal Served May Include Carry-Over From Previous Period

** Goal Served Spans Contract Term / May Not Include Carry-Over / Clients Served Must Be < or = Sum of Periods)

Created: 4/28/2015 11:33:00 AM Last Modified, If Applicable: 3/29/2016 9:46:00 AM

** Goal Served May Include Carry-Over From Previous Period*

*** Goal Served Spans Contract Term / May Not Include Carry-Over / Clients Served Must Be \leq Sum of Periods)*

Created: 4/28/2015 11:33:00 AM Last Modified, If Applicable: 3/29/2016 9:46:00 AM

Program Budget and Narrative

	<i>1</i>	<i>Period 2</i>	<i>3</i>	<i>Contract Start Contract End</i>	<i>9/1/2015 9/30/2018</i>
<i>Period Start Date</i>	9/1/2015	10/1/2016	10/1/2017		
<i>Period End Date</i>	9/30/2016	9/30/2017	9/30/2018	Total	
<i>Salary plus Benefits</i>	\$492,029.00	\$492,029.00	\$492,029.00		\$1,476,087.00
<i>General Operations Expenses</i>	\$12,343.00	\$12,343.00	\$12,343.00		\$37,029.00
<i>Program Subcontractors</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Staff Travel</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Conferences</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Operations SubTotal</i>	\$12,343.00	\$12,343.00	\$12,343.00		\$37,029.00
<i>Food and Beverages for Clients</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Financial Direct Assistance to Clients</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Other Assistance Amount</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Direct Assistance SubTotal</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Capital Outlay Amount</i>	\$0.00	\$0.00	\$0.00		\$0.00
Total	\$504,372.00	\$504,372.00	\$504,372.00		\$1,513,116.00
<i>Total Period Percentage</i>	33.33	33.33	33.33		

Detailed Budget Narrative**Salaries plus Benefits**

Salaries and fringe benefits for direct service and administrative staff; fringe benefits include FICA, SUI, Worker's Comp, Health Insurance, Retirement, Life, AD&D, EAP.

Positions: Campus Program Managers (42); Campus Level Directors (ES, HS, MS) (4); Program Coordinator (1); Prevention Education Specialist (3); CEO (1); CFO (1); Accountant (1); CHRO (1); HR Associate (1); Dir IT (1); Receptionist (1)

General Op Expenses

Amounts are estimates.

Staff mileage within county \$2,000 to provide client services, attend training, etc.

2. Staff training within county \$120 related to services to clients and related skills development

3. General liability & property insurance, crime policy, etc. \$240

4. Audit \$480

5. Program supplies \$3,103

6. Central office rent \$5,760 for direct service & administrative staff

7. Telecommunications \$480 for internet & telephone services

8. Postage \$60

9. Copier \$100

Program Subcontractors**Staff Travel****Conferences****Food and Beverage****Financial Assistance****Other Assistance**

Created 4/28/2015 11:30:00 AM

Last Modified, If Applicable 3/29/2016 9:52:00 AM

Program Budget and Narrative

Capital Outlay

Created 4/28/2015 11:30:00 AM

Last Modified, If Applicable 3/29/2016 9:52:00 AM



CITY OF AUSTIN, TEXAS
Purchasing Office
REQUEST FOR APPLICATION (RFA)

SOLICITATION NO: EAD0116

DATE ISSUED: 2/24/14

COMMODITY CODE: 95243

**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT THE FOLLOWING
AUTHORIZED CONTACT PERSON:**

Erin D'Vincent

Senior Buyer

Phone: (512) 972-4017

E-Mail: Erin.D'Vincent@austintexas.gov

Questions regarding the RFA shall be sent to
CityHSRFA2014@austintexas.gov

COMMODITY/SERVICE DESCRIPTION: Self Sufficiency Social
Services

**NON-MANDATORY PRE-PROPOSAL CONFERENCE DATE AND
TIME OPTION ONE:** 3/5/14, 2 PM – 4 PM, local time

LOCATION: Rutherford Lane Campus, Building 1 Auditorium
1520 Rutherford Lane, Austin, TX 78754

**NON-MANDATORY PRE-PROPOSAL CONFERENCE DATE AND
TIME OPTION TWO:** 3/19/14, 9 AM – 11 AM, local time

LOCATION: Rutherford Lane Campus, Building 1 Auditorium
1520 Rutherford Lane, Austin, TX 78754

APPLICATION DUE PRIOR TO: 4/24/14, 11 AM, local time

APPLICATION CLOSING TIME AND DATE: 4/24/14, 11 AM, local
time

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

All documents shall be submitted the address below:

City of Austin, Purchasing Office
Municipal Building
124 W 8 th Street, Rm 308
Austin, Texas 78701
Reception Phone: (512) 974-2500

Please note, you should have two sealed envelopes with your Offer. All Offers that are not submitted in separate, sealed envelopes or containers will not be considered. Your Offer should consist of a sealed envelope or container with your Threshold Review Checklist and all accompanying documents and a separate sealed envelope or container with your Application and electronic copies.

**SUBMIT 1 ORIGINAL AND 6 ELECTRONIC COPIES OF YOUR RESPONSE ON A CD OR
FLASH DRIVE**

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	5
0500	SCOPE OF WORK	10
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	14
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	1
0610	APPLICATION THRESHOLD CHECKLIST	1
0615	CONNECTION TO THE GOALS AND CATEGORIES	1
0620	CLIENT ELIGIBILITY REQUIREMENTS	4
0625	HOMELESS HOUSING HABILITY STANDARDS	1
0630	HOMELESS MANAGEMENT INFORMATION SYSTEMS	1
0635	DEFINING EVIDENCE GUIDELINE	1
0640	PROGRAM PERFORMANCE MEASURES AND GOALS	1
0645	PROGRAM STAFF POSITIONS AND TIME	1
0650	PROGRAM BUDGET AND NARRATIVE	4
0655	PROGRAM FUNDING SUMMARY	1
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available, on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

I agree to abide by the City's MBE/WBE Procurement Program Ordinance and Rules. In cases where the City has established that there are no M/WBE subcontracting goals for a solicitation, I agree that by submitting this offer my firm is completing all the work for the project and not subcontracting any portion. If any service is needed to perform the contract that my firm does not perform with its own workforce or supplies, I agree to contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service and am including the completed No Goals Utilization Plan with my submittal. This form can be found Under the Standard Bid Document Tab on the Vendor Connection Website;

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If I am awarded the contract I agree to continue complying with the City's MBE/WBE Procurement Program Ordinance and Rules including contacting SMBR if any subcontracting is later identified.

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: Communities In Schools of Central Texas

Federal Tax ID No. [REDACTED]

Printed Name of Officer or Authorized Representative: Suki Steinhauser

Title: CEO

Signature of Officer or Authorized Representative: [Signature]

E-Mail Address: ssteinhauser@ciscentraltexas.org

Phone Number: 512-464-9713

Date: 4/16/14

* Application response must be submitted with this Offer sheet to be considered for award



**CONTRACT BETWEEN
THE CITY OF AUSTIN
AND
COMMUNITIES IN SCHOOLS OF CENTRAL TEXAS
FOR
SOCIAL SERVICES**

CONTRACT NO. NG150000022

CONTRACT AMOUNT: \$1,427,469

This Contract is made by and between the City of Austin ("the City") acting by and through its Health and Human Services Department ("HHSD"), a home-rule municipality incorporated by the State of Texas, and Communities In Schools of Central Texas ("Contractor"), a Texas non-profit corporation, having offices at 3000 South IH 35, Suite 200, Austin, TX 78704.

SECTION 1. GRANT OF AUTHORITY, SERVICES AND DUTIES

1.1 **Engagement of the Contractor.** Subject to the general supervision and control of the City and subject to the provisions of the Terms and Conditions contained herein, the Contractor is engaged to provide the services set forth in the attached Contract Exhibits.

1.2 **Responsibilities of the Contractor.** The Contractor shall provide all technical and professional expertise, knowledge, management, and other resources required for accomplishing all aspects of the tasks and associated activities identified in the Contract Exhibits. The Contractor shall assure that all Contract provisions are met by the Subcontractor.

1.3 **Responsibilities of the City.** The City's Contract Manager will be responsible for exercising general oversight of the Contractor's activities in completing the Program Work Statement. Specifically, the Contract Manager will represent the City's interests in resolving day-to-day issues that may arise during the term of this Contract, shall participate regularly in conference calls or meetings for status reporting, shall promptly review any written reports submitted by the Contractor, and shall approve all requests for payment, as appropriate. The City's Contract Manager shall give the Contractor timely feedback on the acceptability of progress and task reports. The Contract Manager's oversight of the Contractor's activities shall be for the City's benefit and shall not imply or create any partnership or joint venture as between the City and the Contractor.

1.4 **Designation of Key Personnel.** The City's Contract Manager for this Contract, to the extent stated in the preceding section 1.3, shall be responsible for oversight and monitoring of Contractor's performance under this Contract as needed to represent the City's interest in the Contractor's performance.

1.4.1 The City's Contract Manager, Jina Sorensen or designee:

- may meet with Contractor to discuss any operational issues or the status of the services or work to be performed; and

- shall promptly review all written reports submitted by Contractor, determine whether the reports comply with the terms of this Contract, and give Contractor timely feedback on the adequacy of progress and task reports or necessary additional information.

1.4.2 Contractor's Contract Manager, Suki Steinhauser, Executive Director, or designee, shall represent the Contractor with regard to performance of this Contract and shall be the designated point of contact for the City's Contract Manager.

1.4.3 If either party replaces its Contract Manager, that party shall promptly send written notice of the change to the other party. The notice shall identify a qualified and competent replacement and provide contact information.

SECTION 2. TERM

2.1 **Term of Contract.** The Contract shall be in effect for a term of thirty seven (37) months beginning September 1, 2015 and ending September 30, 2018, and may be extended thereafter for up to three (3) additional twelve (12) month periods, subject to the approval of the Contractor and the City Purchasing Officer or their designee.

2.1.1 Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this Contract for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 calendar days unless mutually agreed upon in writing).

SECTION 3. PROGRAM WORK STATEMENT

3.1 **Contractor's Obligations.** The Contractor shall fully and timely provide all services described in the attached Contract Exhibits in strict accordance with the terms, covenants, and conditions of the Contract and all applicable Federal, State, and local laws, rules, and regulations.

SECTION 4. COMPENSATION AND REPORTING

4.1 **Contract Amount.** The Contractor acknowledges and agrees that, notwithstanding any other provision of this Contract, the maximum amount payable by the City under this Contract for the initial thirty seven (37) month term shall not exceed the amount approved by City Council, which is **\$1,427,469 (One Million Four Hundred Twenty Seven Thousand Four Hundred Sixty Nine dollars)**, and **\$475,823 (Four Hundred Seventy Five Thousand Eight Hundred Twenty Three dollars)** per twelve (12) month extension option, for a total Contract amount of \$2,854,938. Continuation of the Contract beyond the initial thirty seven (37) months is specifically contingent upon the availability and allocation of funding by City Council.

4.1.1 The Contractor shall expend City funds according to the approved budget categories described in Exhibit B.1, Program Budget and Narrative.

4.1.1.1 **Budget Revision:** The Contractor may make transfers between or among budget categories with the City Contract Manager's prior approval, provided that:

- i. The cumulative amount of the transfers between direct budget categories (Personnel, Operating Expenses, Direct Assistance and/or Equipment/Capital Outlay) is not more than 10% of the program period total –or– \$50,000, whichever is less;
- ii. the transfer will not increase or decrease the total monetary obligation of the City under this Contract; and
- iii. the transfers will not change the nature, performance level, or scope of the program funded under this Contract.

4.1.1.2 Transfers between or among budget categories in excess of 10% will require the City Contract Manager's approval, and must meet all of the conditions outlined in Section 4.1.1.1 (ii) and (iii) above.

- i. The CONTRACTOR must submit a Budget Revision Form to the City **prior** to the submission of the CONTRACTOR'S first monthly billing to the City following the transfer.

4.1.2 Payment to the Contractor shall be made in the following increments:

4.1.2.1 For the Program Period of September 1, 2015 through September 30, 2016, the payment from the City to the Contractor shall not exceed \$475,823 (*Four Hundred Seventy Five Thousand Eight Hundred Twenty Three dollars*);

4.1.2.2 For the Program Period of October 1, 2016 through September 30, 2017, the payment from the City to the Contractor shall not exceed \$475,823 (*Four Hundred Seventy Five Thousand Eight Hundred Twenty Three dollars*);

4.1.2.3 For the Program Period of October 1, 2017 through September 30, 2018, the payment from the City to the Contractor shall not exceed \$475,823 (*Four Hundred Seventy Five Thousand Eight Hundred Twenty Three dollars*).

4.2 **Requests for Payment.**

Payment to the Contractor shall be due thirty (30) calendar days following receipt by the City of Contractor's fully and accurately completed "Payment Request" and "Monthly Expenditure Report", using forms at <http://www.ckodm.com/austin/>. The payment request and expenditure report must be submitted to the City no later than 5:00 p.m. Central Time fifteen (15) calendar days following the end of the month covered by the request and expenditure report. **If the fifteenth (15th) calendar day falls on a weekend or holiday, as outlined in Section 8.24, the deadline to submit the payment request and expenditure report is extended to no later than 5:00 p.m. Central Time of the first (1st) weekday immediately following the weekend or holiday.** Contractor must provide the City with supporting documentation for each monthly Payment Request which includes, but not limited to, a report of City contract expenditures generated from the Contractor's financial management system. Examples of appropriate supporting documentation **MAY** include, but are not limited to:

- General Ledger Detail report from the contractor's financial management system
- Profit & Loss Detail report from the contractor's financial management system
- Check ledger from the contractor's financial management system
- Payroll reports and summaries, including salary allocation reports and signed timesheets
- Receipts and invoices
- Copies of checks and bank statements showing transactions as cleared

The City retains right of final approval of any supporting documentation submitted before a Payment Request is approved for processing. Failure to provide supporting documentation acceptable to the City may result in delay or rejection of the Payment Request. The City reserves the right to modify the required supporting documentation, as needed.

4.2.1 Unless otherwise expressly authorized in the Contract, the Contractor shall pass through all Subcontract and other authorized expenses at actual cost without markup.

4.2.2 Federal excise taxes, State taxes, or City sales taxes must not be included in the invoiced amount. The City will furnish a tax exemption certificate upon request.

4.3 **Payment.**

4.3.1 All requests for payment received by the City will be paid within thirty (30) calendar days of the City's receipt of the deliverables or of the invoice, whichever is later. Requests for payment received without all required information cannot be processed and will be returned to the Contractor.

4.3.2 If payment is not timely made, (per this paragraph), interest shall accrue on the unpaid balance at the lesser of the rate specified in Texas Government Code Section 2251.025 or the maximum lawful rate; except, if payment is not timely made for a reason for which the City may withhold payment hereunder, interest shall not accrue until ten (10) calendar days after the grounds for withholding payment have been resolved.

4.3.3 The City may withhold or set off the entire payment or part of any payment otherwise due the Contractor to such extent as may be necessary on account of;

4.3.3.2 third party claims, which are not covered by the insurance which the Contractor is required to provide, are filed or reasonable evidence indicating probable filing of such claims;

4.3.3.3 failure of the Contractor to pay Subcontractors, or for labor, materials or equipment,

4.3.3.4 damage to the property of the City or the City's agents, employees or contractors, which is not covered by insurance required to be provided by the Contractor;

4.3.3.5 reasonable evidence that the Contractor's obligations will not be completed within the time specified in the Contract, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay;

4.3.3.6 failure of the Contractor to submit proper payment requests and expenditure reports with all required attachments and supporting documentation;

4.3.3.7 failure of the Contractor to comply with any material provision of the Contract; or

4.3.4 Notice is hereby given of Article VIII, Section 1 of the Austin City Charter which prohibits the payment of any money to any person, firm or corporation who is in arrears to the City for taxes, and of §2-8-3 of the Austin City Code concerning the right of the City to offset indebtedness owed the City. Payment will be made by check unless the parties mutually agree to payment by electronic transfer of funds.

- 4.4 **Non-Appropriation.** The awarding or continuation of this Contract is dependent upon the availability of funding. The City's payment obligations are payable only and solely from funds appropriated and available for this Contract. The absence of appropriated or other lawfully available funds shall render the Contract null and void to the extent funds are not appropriated or available and any deliverables delivered but unpaid shall be returned to the Contractor. The City shall provide the Contractor written notice of the failure of the City to make an adequate appropriation for any fiscal year to pay the amounts due under the Contract, or the reduction of any appropriation to an amount insufficient to permit the City to pay its obligations under the Contract. In the event of non- or inadequate appropriation of funds, there will be no penalty nor removal fees charged to the City.

- 4.5 **Travel Expenses.** All approved travel, lodging, and per diem expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Contract will be reviewed against the City's Travel Policy and the current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at:

<http://www.gsa.gov/portal/category/21287>

No amounts in excess of the Travel Policy or Rates shall be paid. No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulation.

- 4.6 **Final Payment and Close-Out.**

4.6.1 The making and acceptance of final payment will constitute:

4.6.1.1 a waiver of all claims by the City against the Contractor, except claims (1) which have been previously asserted in writing and not yet settled, (2) arising from defective work appearing after final inspection, (3) arising from failure of the Contractor to comply with the Contract or the terms of any warranty specified herein, regardless of when the cause for a claim is discovered (4) arising from the Contractor's continuing obligations under the Contract, including but not limited to indemnity and warranty obligations, or (5) arising under the City's right to audit; and

4.6.1.2 a waiver of all claims by the Contractor against the City other than those previously asserted in writing and not yet settled.

- 4.7 **Financial Terms.**

4.7.1 The City agrees to pay Contractor for services rendered under this Contract and to reimburse Contractor for actual, eligible expenses incurred and billed in accordance with all terms

and conditions of this Contract. The City shall not be liable to Contractor for any costs incurred by Contractor which are not reimbursable as set forth in Section 4.8.

4.7.2 The City's obligation to pay is subject to the timely receipt of complete and accurate reports as set forth in Section 4.9 and any other deliverable required under this Contract.

4.7.3 Payments to the Contractor will immediately be suspended upon the occasion of any late, incomplete, or inaccurate report, audit, or other required report or deliverable under this Contract, and payments will not be resumed until the Contractor is in full compliance.

4.7.4 The City shall not be liable to Contractor for any costs which have been paid under other agreements or from other funds. In addition, the City shall not be liable for any costs incurred by Contractor which were: a) incurred prior to the effective date of this Contract, or b) not billed to the City within sixty (60) calendar days following termination date of this Contract.

4.7.5 Contractor agrees to refund to the City any funds paid under this Contract which the City determines have resulted in overpayment to Contractor or which the City determines have not been spent by Contractor in accordance with the terms of this Contract. Refunds shall be made by Contractor within thirty (30) calendar days after a written refund request is submitted by the City. The City may, at its discretion, offset refunds due from any payment due Contractor, and the City may also deduct any loss, cost, or expense caused by Contractor from funds otherwise due.

4.7.6 Contractor shall deposit and maintain all funds received under this Contract in either a separate numbered bank account or a general operating account, either of which shall be supported with the maintenance of a separate accounting with a specific chart which reflects specific revenues and expenditures for the monies received under this Contract. The Contractor's accounting system must identify the specific expenditures, or portions of expenditures, against which funds under this Contract are disbursed.

4.7.7 Contractor is required to utilize an online contract management system for billing and reporting in accordance with the City's guidelines, policies, and procedures. Contractor is responsible for all data entered/edited under its unique username, as well as all required but omitted data.

4.7.8 Contractor shall expend the City budget in a reasonable manner in relation to contract time elapsed and/or contract program service delivery schedule. If cumulative expenditures are not within acceptable amounts, the City may require the Contractor to: 1) submit an expenditure plan, and/or 2) amend the contract budget amount to reflect projected expenditures, as determined by the City.

4.8 Allowable and Unallowable Costs.

The City shall make the final determination of whether a cost is allowable or unallowable under this Contract.

4.8.1 Reimbursement Only. Expenses and/or expenditures shall be considered reimbursable only if incurred during the current Program Period identified in Section 4.1.2, directly and specifically in the performance of this Contract, and in conformance with the Contract Exhibits. Contractor agrees that, unless otherwise specifically provided for in this Contract, payment by the City under the terms of this Contract is made on a reimbursement basis only; Contractor must have incurred and paid costs prior to those costs being invoiced and considered allowable under this Contract and subject to payment by the City.

4.8.2 To be allowable under this Contract, a cost must meet all of the following general criteria:

1. Be reasonable for the performance of the activity under the Contract.
2. Conform to any limitations or exclusions set forth in this Contract.
3. Be consistent with policies and procedures that apply uniformly to both government-financed and other activities of the organization.
4. Be determined and accounted in accordance with generally accepted accounting principles (GAAP).

5. Be adequately documented.

4.8.3 The City's prior written authorization is required in order for the following to be considered allowable costs. Inclusion in the budget within this Contract constitutes "written authorization". The item shall be specifically identified in the budget.

1. Alteration, construction, or relocation of facilities
2. Depreciation.
3. Equipment and other capital expenditures.
4. Interest, other than mortgage interest as part of a pre-approved budget under this Contract
5. Organization costs (costs in connection with the establishment or reorganization of an organization)
6. Public relations costs, except reasonable, pre-approved advertising costs related directly to services provided under this Contract
7. Purchases of tangible, nonexpendable property, including fax machines, stereo systems, cameras, video recorder/players, microcomputers, software, printers, microscopes, oscilloscopes, centrifuges, balances and incubator, or any other item having a useful life of more than one year and an acquisition cost, including freight, of over five thousand dollars (\$5,000)
8. Selling and marketing
9. Travel/training outside Travis County

4.8.4 The following types of expenses are specifically **not allowable** with City funds under this Contract:

1. Alcoholic beverages
2. Bad debts
3. Compensation of trustees, directors, officers, or advisory board members, other than those acting in an executive capacity
4. Contingency provisions (funds). (Self-insurance reserves and pension funds are allowable.)
5. Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement
6. Deferred costs
7. Donations and contributions including donated goods or space
8. Entertainment costs
9. Fines and penalties (including late fees)
10. Fundraising and development costs
11. Goods or services for officers' or employees' personal use
12. Housing and personal living expenses for organization's officers or employees
13. Idle facilities and idle capacity
14. Litigation-related expenses (including personnel costs) in action(s) naming the City as a Defendant
15. Lobbying or other expenses related to political activity
16. Losses on other agreements or contracts or casualty losses
17. Taxes, other than payroll and other personnel-related levies

4.9 **Reports.**

4.9.1 Contractor must submit a fully and accurately completed "Payment Request" and "Monthly Expenditure Report" to the City's Contract Manager using the forms shown at <http://www.ctkodm.com/austin/> by the deadline outlined in section 4.2. Contractor must provide complete and accurate supporting documentation. Upon receipt and approval by the City of each complete and accurate Payment Request and Monthly Expenditure Report, the City shall process payment to the Contractor of an amount equal to the City's payment obligations, subject to deduction for any unallowable costs.

4.9.2 Contractor shall submit a quarterly performance report using the format and method specified by the City no later than fifteen (15) calendar days following each calendar quarter. If the fifteenth (15th) calendar day falls on a weekend or holiday, as outlined in Section 8.24, the deadline to submit the quarterly performance report is extended to no later than 5:00 p.m. Central Time of the first (1st) weekday immediately following the weekend or holiday. Contractor shall provide complete and accurate supporting documentation upon request by City. Payment Requests will not be approved if any accurate and complete performance report, including any required documentation, is past due. Performance reports on a frequency other than quarterly may be required by the City based upon business needs.

4.9.3 An annual Contract Progress Report, using the forms shown at <http://www.ckodm.com/austin/>, shall be completed by the Contractor and submitted to the City within sixty (60) calendar days following the end of each Program Period identified in section 4.1.2.

4.9.4 A Contract Closeout Summary report using the forms shown at <http://www.ckodm.com/austin/> shall be completed by the Contractor and submitted to the City within sixty (60) calendar days following the expiration or termination of this Contract. Any encumbrances of funds incurred prior to the date of termination of this Contract shall be subject to verification by the City. Upon termination of this Contract, any unused funds, unobligated funds, rebates, credits, or interest earned on funds received under this Contract shall be returned to the City.

4.9.5 Contractor shall provide the City with a copy of the completed Administrative and Fiscal Review (AFR) using the forms shown at <http://www.ckodm.com/austin/>, and required AFR Attachments, including a copy of the Contractor's completed Internal Revenue Service Form 990 or 990EZ (Return of Organization Exempt from Income Tax) if applicable, for each calendar year no later than May 31st of each year. If Contractor filed a Form 990 or Form 990EZ extension request, Contractor shall provide the City with a copy of that application of extension of time to file (IRS Form 2758) within thirty (30) days of filing said form(s), and a copy of the final IRS Form 990 document(s) immediately upon completion.

4.9.6 Contractor shall provide other reports required by the City to document the effective and appropriate delivery of services as outlined under this Contract as required by the City.

- 4.10 **Contractor Policies and Procedures.** Contractor shall maintain written policies and procedures approved by its governing body and shall make copies of all policies and procedures available to the City upon request. At a minimum, written policies shall exist in the following areas: Financial Management; Subcontracting and/or Procurement; Equal Employment Opportunity; Personnel and Personnel Grievance; Nepotism; Non-Discrimination of Clients; Client Grievance; Drug Free Workplace; the Americans With Disabilities Act; and Criminal Background Checks.

4.11 **Monitoring and Evaluation.**

4.11.1 Contractor agrees that the City or its designee may carry out monitoring and evaluation activities to ensure adherence by the Contractor and Subcontractors to the Program Work Statement, Program Performance Measures, and Program Budget, as well as other provisions of this Contract. Contractor shall fully cooperate in any monitoring or review by the City and further agrees to designate a staff member to coordinate monitoring and evaluation activities.

4.11.2 The City expressly reserves the right to monitor client-level data related to services provided under this contract. If the Contractor asserts that client-level data is legally protected from disclosure to the City, a specific and valid legal reference to this assertion must be provided.

4.11.3 Contractor shall provide the City with copies of all evaluation or monitoring reports received from other funding sources during the Contract Term within twenty (20) working days following the receipt of the final report.

4.11.4 Contractor shall keep on file copies of all notices of Board of Directors meetings, Subcommittee or Advisory Board meetings, and copies of approved minutes of those meetings.

4.12 Financial Audit of Contractor.

4.12.1 In the event Contractor expends \$750,000 or more in a year in federal awards, Contractor shall have a single or program specific audit conducted in accordance with Chapter 200, Subpart F, of Title 2 of the Code of Federal Regulations as required by the Single Audit Act of 1984, as amended (Single Audit Act), and shall submit to the City a complete set of audited financial statements and the auditor's opinion and management letters in accordance with Chapter 200, Subpart F, of Title 2 of the Code of Federal Regulations and any guidance issued by the federal Office of Management and Budget covering Contractor's fiscal year until the end of the term of this Contract.

4.12.2 If Contractor is not subject to the Single Audit Act, and expends seven hundred fifty thousand dollars (\$750,000) or more during the Contractor's fiscal year, then Contractor shall have a full financial audit performed. If less than seven hundred fifty thousand dollars (\$750,000) is expended, then a financial review is acceptable, pursuant to the requirements of this Contract.

4.12.3 Contractor shall contract with an independent auditor utilizing a Letter of Engagement. The auditor must be a Certified Public Accountant recognized by the regulatory authority of the State of Texas.

4.12.4 Contractor must submit one (1) Board-approved, bound hard copy of a complete financial audit report or financial review, to include the original auditor opinion, within one hundred eighty (180) calendar days of the end of Contractor's fiscal year, unless alternative arrangements are approved in writing by the City. The financial audit report/financial review must include the Management Letter if one was issued by the auditor. Contractor may not submit electronic copies of financial audit reports/financial reviews to the City. Financial audit reports/financial reviews must be provided in hard copy, and either mailed or hand-delivered to the City.

4.12.5 The City will contact the independent auditor to verify:

- i. That the auditor completed the financial audit report/financial review received from the Contractor;
- ii. That the auditor presented the financial audit report/financial review to the Contractor's Board of Directors or a committee of the Board, and;
- iii. The date the financial audit report/financial review was presented to the Contractor's Board of Directors or a committee of the Board.

4.12.6 The City will contact the Board Chair to verify that the auditor presented the financial audit report/financial review to the Contractor's Board of Directors or a committee of the Board.

- i. Contractor's Board Chair must submit a signed and dated copy of the HHSD Board Certification form to the City as verification.
- ii. In lieu of the Board Certification form, Contractor must submit a signed and copy of the approved Board meeting minutes to the City, indicating the following:
 - a) The Board of Directors, or a committee of the Board, has met with the independent auditor;
 - b) The Board of Directors has authorized and accepted the financial audit report/financial review.

A signed and dated copy of the HHSD Board Certification form, or approved and signed Board minutes reflecting acceptance of the financial audit report/financial review will be due to the City within forty-five (45) days after the audit is due to the City. Board minutes regarding approval of the Contractor's financial audit report/financial review will be verified with the Contractor's Board Chair. The City will deem the financial audit report/financial review incomplete if Contractor fails to submit either the Board Certification form or the Board minutes as required by this section 4.12.6.

4.12.7 The inclusion of any Findings or a Going Concern Uncertainty, as defined by Chapter 200, Subpart F, of Title 2 of the Code of Federal Regulations and Generally Accepted Auditing Standards (GAAS), in a Contractor's audit requires the creation and submission to the City of a corrective action plan formally approved by the Contractor's governing board. The plan must be submitted to the City within 60 days after the audit is due to the City. Failure to submit an adequate plan to the City may result in the immediate suspension of funding. If adequate improvement related to the audit findings is not documented within a reasonable period of time, the City may provide additional technical assistance, refer the Agreement to the City Auditor for analysis, or move to terminate the Agreement as specified in Section 5 of the Agreement.

4.12.8 The expiration or termination of this Contract shall in no way relieve the Contractor of the audit requirement set forth in this Section.

4.12.9 Right To Audit By Office of City Auditor.

4.12.9.1 Contractor agrees that the representatives of the Office of the City Auditor, or other authorized representatives of the City, shall have access to, and the right to audit, examine, and copy any and all records of the Contractor related to the performance under this Agreement during normal business hours (Monday – Friday, 8 am – 5 pm). In addition to any other rights of termination or suspension set forth herein, the City shall have the right to immediately suspend the Agreement, upon written notice to Contractor, if Contractor fails to cooperate with this audit provision. The Contractor shall retain all such records for a period of five (5) years after the expiration or early termination of this Agreement or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.

4.12.9.2 Contractor shall include this audit requirements in any subcontracts entered into in connection with this Agreement.

4.13 Ownership of Property.

4.13.1 Ownership title to all capital acquisition, supplies, materials or any other property purchased with funds received under this Contract and in accordance with the provisions of the Contract, is vested with the City and such property shall, upon termination of the Contract, be delivered to the City upon request.

4.13.2 Written notification must be given to the City within five (5) calendar days of delivery of nonexpendable property (defined as anything that has a life or utility of more than one (1) year and an acquisition cost, including freight, of over five thousand dollars (\$5,000)) in order for the City to effect identification and recording for inventory purposes. Contractor shall maintain adequate accountability and control over such property, maintain adequate property records, perform an annual physical inventory of all such property, and report this information in the annual Contract Progress Report, due sixty (60) days after the end of each Program Period, as well as in the Closeout Summary Report, due sixty (60) days after the end of the Contract Term.

4.13.3 In the event Contractor's services are retained under a subsequent agreement, and should Contractor satisfactorily perform its obligations under this Contract, Contractor shall be able to retain possession of non-expendable property purchased under this Contract for the duration of the subsequent agreement.

4.13.4 Property purchased with City funds shall convey to Contractor two (2) years after purchase, unless notified by the City in writing.

SECTION 5. TERMINATION

- 5.1 **Right To Assurance.** Whenever one party to the Contract in good faith has reason to question the other party's intent to perform, demand may be made to the other party for written assurance of the intent to perform. In the event that no assurance is given within the time specified after demand is made, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
- 5.2 **Default.** The Contractor shall be in default under the Contract if the Contractor (a) fails to fully, timely and faithfully perform any of its material obligations under the Contract, (b) fails to provide adequate assurance of performance under the "Right to Assurance paragraph herein, (c) becomes insolvent or seeks relief under the bankruptcy laws of the United States or (d) makes a material misrepresentation in Contractor's Offer, or in any report or deliverable required to be submitted by Contractor to the City.
- 5.3 **Termination For Cause.** In the event of a default by the Contractor, the City shall have the right to terminate the Contract for cause, by written notice effective ten (10) calendar days, unless otherwise specified, after the date of such notice, unless the Contractor, within such ten (10) day period, cures such default, or provides evidence sufficient to prove to the City's reasonable satisfaction that such default does not, in fact, exist. The City may place Contractor on probation for a specified period of time within which the Contractor must correct any non-compliance issues. Probation shall not normally be for a period of more than nine (9) months, however, it may be for a longer period, not to exceed one (1) year depending on the circumstances. If the City determines the Contractor has failed to perform satisfactorily during the probation period, the City may proceed with suspension. In the event of a default by the Contractor, the City may suspend or debar the Contractor in accordance with the "City of Austin Purchasing Office Probation, Suspension and Debarment Rules for Vendors" and remove the Contractor from the City's vendor list for up to five (5) years and any Offer submitted by the Contractor may be disqualified for up to five (5) years. In addition to any other remedy available under law or in equity, the City shall be entitled to recover all actual damages, costs, losses and expenses, incurred by the City as a result of the Contractor's default, including, without limitation, cost of cover, reasonable attorneys' fees, court costs, and prejudgment and post-judgment interest at the maximum lawful rate. All rights and remedies under the Contract are cumulative and are not exclusive of any other right or remedy provided by law.
- 5.4 **Termination Without Cause.** The City shall have the right to terminate the Contract, in whole or in part, without cause any time upon thirty (30) calendar days prior written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease all further work pursuant to the Contract, with such exceptions, if any, specified in the notice of termination. The City shall pay the Contractor, to the extent of funds appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.
- 5.5 **Fraud.** Fraudulent statements by the Contractor on any Offer or in any report or deliverable required to be submitted by the Contractor to the City shall be grounds for the termination of the Contract for cause by the City and may result in legal action.

SECTION 6. OTHER DELIVERABLES

- 6.1 **Insurance.** The following insurance requirements apply.

6.1.1 General Requirements

6.1.1.1 The Contractor shall at a minimum carry insurance in the types and amounts indicated herein for the duration of the Contract and during any warranty period.

6.1.1.2 The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within fourteen (14) calendar days after written request from the City.

6.1.1.3 The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.

6.1.1.4 The Contractor shall not commence work until the required insurance is obtained and has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.

6.1.1.5 The Contractor must maintain and make available to the City, upon request, certificates of insurance for all Subcontractors.

6.1.1.6 The Contractor's and all subcontractors' insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A.M. Best ratings of B+VII or better. The City will accept workers' compensation coverage written by the Texas Workers' Compensation Insurance Fund.

6.1.1.7 All endorsements naming the City as additional insured, waivers, and notices of cancellation endorsements as well as the Certificate of Insurance shall contain the Contractor's email address, and shall be mailed to the following address:

City of Austin
Health and Human Services Department
ATTN: Community Based Resources
P. O. Box 1088
Austin, Texas 78767

6.1.1.8 The "other" insurance clause shall not apply to the City where the City is an additional insured shown on any policy. It is intended that policies required in the Contract, covering both the City and the Contractor, shall be considered primary coverage as applicable.

6.1.1.9 If insurance policies are not written for amounts specified, the Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.

6.1.1.10 The City shall be entitled, upon request, at an agreed upon location, and without expense, to review certified copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.

6.1.1.11 The City reserves the right to review the insurance requirements set forth during the effective period of the Contract and to make reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company as well as the Contractor.

6.1.1.12 The Contractor shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the Contract or as required in the Contract.

6.1.1.13 The Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. All deductibles or self-insured retentions shall be disclosed on the Certificate of Insurance.

6.1.1.14 The Contractor shall endeavor to provide the City thirty (30) calendar days written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract.

6.1.2 Specific Coverage Requirements. The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

6.1.2.1 Commercial General Liability Insurance. The minimum bodily injury and property damage per occurrence are \$500,000* for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injuries). The policy shall contain the following provisions and endorsements.

- 6.1.2.1.1 Blanket contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project
- 6.1.2.1.2 Independent Contractor's Coverage
- 6.1.2.1.3 Products/Completed Operations Liability for the duration of the warranty period
- 6.1.2.1.4 Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
- 6.1.2.1.5 Thirty (30) calendar days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
- 6.1.2.1.6 The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
- 6.1.2.1.7 If care of a child is provided outside the presence of a legal guardian or parent, Contractor shall provide coverage for sexual abuse and molestation for a minimum limit of \$500,000 per occurrence.
- 6.1.2.1.8 The policy shall be endorsed to cover injury to a child while the child is in the care of the Contractor or Subcontractor.

* **Supplemental Insurance Requirement.** If eldercare, childcare, or housing for clients is provided, the required limits shall be \$1,000,000 per occurrence.

6.1.2.2 Business Automobile Liability Insurance.

Minimum limits: \$500,000 combined single limit per occurrence for all owned, hired and non-owned autos

- a. If any form of transportation for clients is provided, coverage for all owned, non-owned, and hired vehicles shall be maintained with a combined single limit of \$1,000,000 per occurrence.
- b. If no client transportation is provided but autos are used within the scope of work, and there are no agency owned vehicles, evidence of Personal Auto Policy coverage from each person using their auto may be provided. The following limits apply for personal auto insurance: \$100,000/\$300,000/\$100,000.

All policies shall contain the following endorsements:

- 6.1.2.2.1. Waiver of Subrogation, Endorsement TE 2046A, or equivalent coverage
- 6.1.2.2.2. Thirty (30) calendar days Notice of Cancellation, Endorsement TE 0202A, or equivalent coverage

6.1.2.2.3 The City of Austin listed as an additional insured, Endorsement TE 9901B, or equivalent coverage

6.1.2.3 **Worker's Compensation and Employers' Liability Insurance.** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee. The policy shall contain the following provisions and endorsements:

6.1.2.3.1 The Contractor's policy shall apply to the State of Texas

6.1.2.3.2 Waiver of Subrogation, Form WC 420304, or equivalent coverage

6.1.2.3.3 Thirty (30) calendar days Notice of Cancellation, Form WC 420601, or equivalent coverage

6.1.2.4 **Professional Liability Insurance.**

6.1.2.4.1 Contractor shall provide coverage at a minimum limit of \$500,000 per claim to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission arising out of the performance of professional services under this Contract.

6.1.2.4.2 If coverage is written on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. This coverage shall be continuous and will be provided for twenty-four (24) months following the completion of the Contract.

6.1.2.5 **Blanket Crime Policy Insurance.** A Blanket Crime Policy shall be required with limits equal to or greater than the sum of all Contract funds allocated by the City. Acceptance of alternative limits shall be approved by Risk Management.

6.1.2.6 **Directors and Officers Insurance.** Directors and Officers Insurance with a minimum of not less than \$1,000,000 per claim shall be in place for protection from claims arising out of negligent acts, errors or omissions for directors and officers while acting in their capacities as such. If coverage is underwritten on a claims-made basis, the retroactive date shall be coincident with or prior to the date of the Contract and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The coverage shall be continuous for the duration of the Contract and for not less than twenty-four (24) months following the end of the Contract. Coverage, including renewals, shall have the same retroactive date as the original policy applicable to the Contract or evidence of prior acts or an extended reporting period acceptable to the City may be provided. The Contractor shall, on at least an annual basis, provide the City with a certificate of insurance as evidence of such insurance.

6.1.2.7 **Property Insurance.** If the Contract provides funding for the purchase of property or equipment the Contractor shall provide evidence of all risk property insurance for a value equivalent to the replacement cost of the property or equipment.

6.1.2.8 **Endorsements.** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required

coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

6.1.2.9 **Certificate.** The following statement must be shown on the Certificate of Insurance.

"The City of Austin is an Additional Insured on the general liability and the auto liability policies. A Waiver of Subrogation is issued in favor of the City of Austin for general liability, auto liability and workers compensation policies."

6.2 **Equal Opportunity.**

6.2.1.1 **Equal Employment Opportunity.** No Contractor or Contractor's agent shall engage in any discriminatory employment practice as defined in Chapter 5-4 of the City Code. No Bid submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Contractor has executed and filed with the City Purchasing Office a current Non-Discrimination Certification. The Contractor shall sign and return the Non-Discrimination Certification attached hereto as Exhibit C. Non-compliance with Chapter 5-4 of the City Code may result in sanctions, including termination of the Contract and the Contractor's suspension or debarment from participation on future City contracts until deemed compliant with Chapter 5-4. Any Subcontractors used in the performance of this contract and paid with City funds must comply with the same nondiscrimination requirements as the Contractor.

6.2.2 **Americans With Disabilities Act (ADA) Compliance.** No Contractor, or Contractor's agent shall engage in any discriminatory employment practice against individuals with disabilities as defined in the ADA.

6.3 **Inspection of Premises.** The City has the right to enter Contractor's and Subcontractor's work facilities and premises during Contractor's regular work hours, and Contractor agrees to facilitate a review of the facilities upon reasonable request by the City.

6.4 **Rights to Proposal and Contractual Material.** All material submitted by the Contractor to the City shall become property of the City upon receipt. Any portions of such material claimed by the Contractor to be proprietary must be clearly marked as such. Determination of the public nature of the material is subject to the Texas Public Information Act, Chapter 552, Texas Government Code.

6.5 **Publications.** All published material and written reports submitted under the Contract must be originally developed material unless otherwise specifically provided in the Contract. When material not originally developed is included in a report in any form, the source shall be identified.

SECTION 7. **WARRANTIES**

7.1 **Authority.** Each party warrants and represents to the other that the person signing this Contract on its behalf is authorized to do so, that it has taken all action necessary to approve this Contract, and that this Contract is a lawful and binding obligation of the party.

7.2 **Performance Standards.** Contractor warrants and represents that all services provided under this Contract shall be fully and timely performed in a good and workmanlike manner in accordance with generally accepted community standards and, if applicable, professional standards and practices. Contractor may not limit, exclude, or disclaim this warranty or any warranty implied by law, and any attempt to do so shall be without force or effect. If the Contractor is unable or unwilling to perform its services in accordance with the above standard as required by the City, then in addition to any other available remedy, the City may reduce the amount of services it may be required to purchase under the Contract from the Contractor, and purchase conforming services from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such services from another source. Contractor agrees to participate with City staff to update the performance measures.

SECTION 8. MISCELLANEOUS

- 8.1 **Criminal Background Checks.** Contractor and Subcontractor(s) agree to perform a criminal background check on individuals providing direct client service in programs designed for children under eighteen (18) years of age, seniors 55 years of age and older, or persons with Intellectual and Developmental Disabilities (IDD). Contractor shall not assign or allow an individual to provide direct client service in programs designed for children under eighteen (18) years of age, seniors 55 years of age and older, or persons with IDD if the individual would be barred from contact under the applicable program rules established by Title 40 of the Texas Administrative Code.
- 8.2 **Compliance with Health, Safety, and Environmental Regulations.** The Contractor, its Subcontractors, and their respective employees, shall comply fully with all applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations in the performance of the services, including but not limited to those promulgated by the City and by the Occupational Safety and Health Administration (OSHA). In case of conflict, the most stringent safety requirement shall govern. The Contractor shall indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines, penalties and liability of every kind arising from the breach of the Contractor's obligations under this paragraph.
- 8.2.1 The Contractor or Subcontractor(s) seeking an exemption for a food enterprise permit fee must present this signed and executed social services contract upon request to the City. (*Source: City of Austin Ordinance 20051201-013*)
- 8.3 **Stop Work Notice.** The City may issue an immediate Stop Work Notice in the event the Contractor is observed performing in a manner that the City reasonably believes is in violation of Federal, State, or local guidelines, or in a manner that is determined by the City to be unsafe to either life or property. Upon notification, the Contractor will cease all work until notified by the City that the violation or unsafe condition has been corrected. The Contractor shall be liable for all costs incurred by the City as a result of the issuance of such Stop Work Notice.
- 8.4 **Indemnity.**
- 8.4.1 Definitions:
- 8.4.1.1 "Indemnified Claims" shall include any and all claims, demands, suits, causes of action, judgments and liability of every character, type or description, including all reasonable costs and expenses of litigation, mediation or other alternate dispute resolution mechanism, including attorney and other professional fees for:
- 8.4.1.1.1 damage to or loss of the property of any person (including, but not limited to the City, the Contractor, their respective agents, officers, employees and subcontractors; the officers, agents, and employees of such subcontractors; and third parties); and/or;
- 8.4.1.1.2 death, bodily injury, illness, disease, worker's compensation, loss of services, or loss of income or wages to any person (including but not limited to the agents, officers and employees of the City, the Contractor, the Contractor's subcontractors, and third parties),
- 8.4.1.2 "Fault" shall include the sale of defective or non-conforming deliverables, negligence, willful misconduct, or a breach of any legally imposed strict liability standard.
- 8.4.2 THE CONTRACTOR SHALL DEFEND (AT THE OPTION OF THE CITY), INDEMNIFY, AND HOLD THE CITY, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES AND ELECTED OFFICIALS HARMLESS FROM AND AGAINST ALL INDEMNIFIED CLAIMS DIRECTLY ARISING OUT OF, INCIDENT TO, CONCERNING OR RESULTING FROM THE FAULT OF THE CONTRACTOR, OR THE CONTRACTOR'S AGENTS, EMPLOYEES OR SUBCONTRACTORS, IN THE

PERFORMANCE OF THE CONTRACTOR'S OBLIGATIONS UNDER THE CONTRACT. NOTHING HEREIN SHALL BE DEEMED TO LIMIT THE RIGHTS OF THE CITY OR THE CONTRACTOR (INCLUDING, BUT NOT LIMITED TO, THE RIGHT TO SEEK CONTRIBUTION) AGAINST ANY THIRD PARTY WHO MAY BE LIABLE FOR AN INDEMNIFIED CLAIM.

- 8.5 **Claims.** If any claim, demand, suit, or other action is asserted against the Contractor which arises under or concerns the Contract, or which could have a material adverse affect on the Contractor's ability to perform hereunder, the Contractor shall give written notice thereof to the City within ten (10) calendar days after receipt of notice by the Contractor. Such notice to the City shall state the date of notification of any such claim, demand, suit, or other action; the names and addresses of the claimant(s); the basis thereof; and the name of each person against whom such claim is being asserted. Such notice shall be delivered personally or by mail and shall be sent to the City and to the Austin City Attorney. Personal delivery to the City Attorney shall be to City Hall, 301 West 2nd Street, 4th Floor, Austin, Texas 78701, and mail delivery shall be to P.O. Box 1088, Austin, Texas 78767.
- 8.6 **Business Continuity.** Contractor warrants that it has adopted a business continuity plan that describes how Contractor will continue to provide services in the event of an emergency or other unforeseen event, and agrees to maintain the plan on file for review by the City. Contractor shall provide a copy of the plan to the City's Contract Manager upon request at any time during the term of this Contract, and the requested information regarding the Business Continuity Plan shall appear in the annual Administrative and Fiscal Review document. Contractor also agrees to participate in the City's Emergency Preparedness and Response Plan and other disaster planning processes.
- 8.7 **Notices.** Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Contract shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Routine communications may be made by first class mail, email, or other commercially accepted means. Notices to the City and the Contractor shall be addressed as follows:

To the City:	To the Contractor:	With copy to:
City of Austin, Health and Human Services Department Community Services Division	Communities In Schools of Central Texas	City of Austin Health and Human Services Dept.
ATTN: Stephanie Hayden, Assistant Director	ATTN: Suki Steinhauser, Executive Director	ATTN: Shannon Jones, Director
7201 Levander Loop, Bldg. H Austin, TX 78702	3000 South IH 35, Suite 200 Austin, TX 78704	7201 Levander Loop, Bldg. E Austin, TX 78702

- 8.8 **Confidentiality.** In order to provide the deliverables to the City, Contractor may require access to certain of the City's and/or its licensors' confidential information (including inventions, employee information, trade secrets, confidential know-how, confidential business information, and other information which the City or its licensors consider confidential) (collectively, "Confidential Information"). Contractor acknowledges and agrees that the Confidential Information is the valuable property of the City and/or its licensors and any unauthorized use, disclosure, dissemination, or other release of the Confidential Information will substantially injure the City and/or its licensors. The Contractor (including its employees, subcontractors, agents, or representatives) agrees that it will maintain the Confidential Information in strict confidence and shall not disclose, disseminate, copy, divulge, recreate, or otherwise use the Confidential Information without the prior written consent of the City or in a manner not expressly permitted under this Contract, unless the Confidential Information is required to be disclosed by law or an order of any court or other governmental authority with proper jurisdiction, provided the Contractor promptly notifies the City before disclosing such information so as to permit the City reasonable time to seek an appropriate protective order. The Contractor agrees to use protective measures no less stringent than the Contractor uses within its own business to protect its own most valuable information, which protective measures shall under all circumstances be at least reasonable measures to ensure the continued confidentiality of the Confidential Information.

- 8.9 **Advertising.** Where such action is appropriate as determined by the City, Contractor shall publicize the activities conducted by the Contractor under this Agreement. Any news release, sign, brochure, or other advertising medium including websites disseminating information prepared or distributed by or for the Contractor shall recognize the City as a funding source and include a statement that indicates that the information presented does not officially represent the opinion or policy position of the City.
- 8.10 **No Contingent Fees.** The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon any agreement or understanding for commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right, in addition to any other remedy available, to cancel the Contract without liability and to deduct from any amounts owed to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
- 8.11 **Gratuities.** The City may, by written notice to the Contractor, cancel the Contract without liability if it is determined by the City that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the City with a view toward securing the Contract or securing favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such contract. In the event the Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
- 8.12 **Prohibition Against Personal Interest in Contracts.** No officer, employee, independent consultant, or elected official of the City who is involved in the development, evaluation, or decision-making process of the performance of any solicitation shall have a financial interest, direct or indirect, in the Contract resulting from that solicitation. Any willful violation of this section shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. Any violation of this provision, with the knowledge, expressed or implied, of the Contractor shall render the Contract voidable by the City.
- 8.13 **Independent Contractor.** The Contract shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. The Contractor's services shall be those of an independent contractor. The Contractor agrees and understands that the Contract does not grant any rights or privileges established for employees of the City.
- 8.14 **Assignment-Delegation.** The Contract shall be binding upon and enure to the benefit of the City and the Contractor and their respective successors and assigns, provided however, that no right or interest in the Contract shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. Any attempted assignment or delegation by the Contractor shall be void unless made in conformity with this paragraph. The Contract is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third party beneficiaries to the Contract.
- 8.15 **Waiver.** No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party. No waiver by either the Contractor or the City of any one or more events of default by the other party shall operate as, or be construed to be, a permanent waiver of any rights or obligations under the Contract, or an express or implied acceptance of any other existing or future default or defaults, whether of a similar or different character.
- 8.16 **Modifications.** The Contract can be modified or amended only by a written, signed agreement by both parties. No pre-printed or similar terms on any Contractor invoice, order, or other document shall have any force or effect to change the terms, covenants, and conditions of the Contract.

8.17 **Interpretation.** The Contract is intended by the parties as a final, complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties or course of performance or usage of the trade shall be relevant to supplement or explain any term used in the Contract. Although the Contract may have been substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other. Whenever a term defined by the Uniform Commercial Code, as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

8.18 **Dispute Resolution.**

8.18.1 If a dispute arises out of or relates to the Contract, or the breach thereof, the parties agree to negotiate prior to prosecuting a suit for damages. However, this section does not prohibit the filing of a lawsuit to toll the running of a statute of limitations or to seek injunctive relief. Either party may make a written request for a meeting between representatives of each party within fourteen (14) calendar days after receipt of the request or such later period as agreed by the parties. Each party shall include, at a minimum, one (1) senior level individual with decision-making authority regarding the dispute. The purpose of this and any subsequent meeting is to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) calendar days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, they will proceed directly to mediation as described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.

8.18.2 If the efforts to resolve the dispute through negotiation fail, or the parties waive the negotiation process, the parties may select, within thirty (30) calendar days, a mediator trained in mediation skills to assist with resolution of the dispute. Should they choose this option, the City and the Contractor agree to act in good faith in the selection of the mediator and to give consideration to qualified individuals nominated to act as mediator. Nothing in the Contract prevents the parties from relying on the skills of a person who is trained in the subject matter of the dispute or a contract interpretation expert. If the parties fail to agree on a mediator within thirty (30) calendar days of initiation of the mediation process, the mediator shall be selected by the Travis County Dispute Resolution Center (DRC). The parties agree to participate in mediation in good faith for up to thirty (30) calendar days from the date of the first mediation session. The City and the Contractor will share the mediator's fees equally and the parties will bear their own costs of participation such as fees for any consultants or attorneys they may utilize to represent them or otherwise assist them in the mediation.

8.19 **Minority And Women Owned Business Enterprise (MBE/WBE) Procurement Program**

MBE/WBE goals do not apply to this Contract.

8.20 **Living Wage Policy**

[Reserved]

8.21 **Subcontractors.**

8.21.1 Work performed for the Contractor by a Subcontractor shall be pursuant to a written contract between the Contractor and Subcontractor. The terms of the subcontract may not conflict with the terms of the Contract, and shall contain provisions that:

8.21.1.1 require that all deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications and terms of the Contract. The City may require specific documentation to confirm Subcontractor compliance with all aspects of this Contract.

8.21.1.2 prohibit the Subcontractor from further subcontracting any portion of the Contract without the prior written consent of the City and the Contractor. The City may require, as a

condition to such further subcontracting, that the Subcontractor post a payment bond in form, substance and amount acceptable to the City;

8.21.1.3 require Subcontractors to submit all requests for payment and applications for payments, including any claims for additional payments, damages or otherwise, to the Contractor in sufficient time to enable the Contractor to include the same with its invoice or application for payment to the City in accordance with the terms of the Contract;

8.21.1.4 require that all Subcontractors obtain and maintain, throughout the term of their contract, insurance in the type and amounts specified for the Contractor, with the City being a named insured as its interest shall appear; and

8.21.1.5 require that the Subcontractor indemnify and hold the City harmless to the same extent as the Contractor is required to indemnify the City.

8.21.2 The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractor's own acts and omissions. Nothing in the Contract shall create for the benefit of any such Subcontractor any contractual relationship between the City and any such Subcontractor, nor shall it create any obligation on the part of the City to pay or to see to the payment of any moneys due any such Subcontractor except as may otherwise be required by law.

8.21.3 The Contractor shall pay each Subcontractor its appropriate share of payments made to the Contractor not later than ten days after receipt of payment from the City.

8.22 **Jurisdiction And Venue.** The Contract is made under and shall be governed by the laws of the State of Texas, including, when applicable, the Uniform Commercial Code as adopted in Texas, V.T.C.A., Bus. & Comm. Code, Chapter 1, excluding any rule or principle that would refer to and apply the substantive law of another state or jurisdiction. All issues arising from this Contract shall be resolved in the courts of Travis County, Texas and the parties agree to submit to the exclusive personal jurisdiction of such courts. The foregoing, however, shall not be construed or interpreted to limit or restrict the right or ability of the City to seek and secure injunctive relief from any competent authority as contemplated herein.

8.23 **Invalidity.** The invalidity, illegality, or unenforceability of any provision of the Contract shall in no way affect the validity or enforceability of any other portion or provision of the Contract. Any void provision shall be deemed severed from the Contract and the balance of the Contract shall be construed and enforced as if the Contract did not contain the particular portion or provision held to be void. The parties further agree to reform the Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Contract from being void should a provision which is the essence of the Contract be determined to be void.

8.24 **Holidays.** The following holidays are observed by the City:

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	January 1
Martin Luther King, Jr's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November

Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

If a Legal Holiday falls on Saturday, it will be observed on the preceding Friday. If a Legal Holiday falls on Sunday, it will be observed on the following Monday.

- 8.25 **Survivability of Obligations.** All provisions of the Contract that impose continuing obligations on the parties, including but not limited to the warranty, indemnity, and confidentiality obligations of the parties, shall survive the expiration or termination of the Contract.
- 8.26 **Non-Suspension or Debarment Certification.** The City is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. By accepting a contract with the City, the Contractor certifies that its firm and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusions records at SAM.gov, the State of Texas, or the City of Austin.

In witness whereof, the parties have caused duly authorized representatives to execute this Contract on the dates set forth below.

COMMUNITIES IN SCHOOLS OF CENTRAL TEXAS

Signature: 

Name: Suki Steinhauser
Printed Name

Title: CEO

Date: June 2nd, 2015

CITY OF AUSTIN

Signature: 

Name: JAMES SCARBOROUGH
PURCHASING OFFICE

Date: 8/18/15

EXHIBITS

Exhibit A – Program Forms

- A.1 Program Work Statement
- A.2 Program Performance Measures
- A.3 Client Eligibility Requirements

Exhibit B – Program Budget Forms

- B.1 Program Budget and Narrative

Exhibit C – Equal Employment/Fair Housing Office/Non-Discrimination Certification

Program Work Statement

Contract Start Date

9/1/2015

Contract End Date

9/30/2018

Program Goals And Objectives

Case Management: Communities In Schools of Central Texas' (CIS) mission is to surround students with a community of support, empowering them to stay in school and achieve in life. While CIS' ultimate goal is that students graduate from high school and are fully self-sufficient, the immediate priority is for CIS staff to be a safety net in Central Texas' most impoverished neighborhoods, working to ensure students are safe and progressing toward graduation. CIS plans to address the Self-Sufficiency Goal of "Safety Net Infrastructure" by providing 1) comprehensive mental health and case management services with high need youth, 2) short-term crisis intervention and basic needs assistance with youth and families in crisis, and 3) child abuse prevention education and violence prevention strategies taught to young children.

Through the provision of school-based counseling and case management, clients will reduce a variety of negative behaviors (e.g., fewer fights with peers, less conflict with teachers or campus administration, reduced truancy, less delinquency in the community, fewer behaviors related to unmet mental health needs, reduced school drop-out) and increase many positive behaviors (e.g., improved communication skills, increased ability to respond appropriately to conflict, improved attendance, improved academic performance, increased grade promotion).

Pebble Project: The CIS Pebble Project prevents child abuse and neglect by empowering children to contribute to their own safety through recognizing abusive or dangerous situations, resisting abuse, and telling a trusted adult if they have been abused. The CIS Pebble Project also identifies youth experiencing abuse and the subsequent swift intervention leads to a reduction of sexual and physical abuse in the community. The CIS Pebble Project presentations effectively teach children concrete skills and strategies that lead to increased ability to identify abusive behaviors, improved ability to respond appropriately if witnessing or experiencing abuse, and increased confidence in promoting safety for youth in the community. For youth and adults receiving child abuse prevention education services, our goal is that participants demonstrate an acquisition of skills as evidenced by ratings on a post assessment administered several weeks after the presentations.

Program Clients Served

Case Management: The Texas Education Agency (TEA) has identified more than 100,000 students in Central Texas to be "at-risk" for school dropout because they have repeated one or more grades, failed a standardized test, have limited English proficiency, are homeless or in foster care, are pregnant or parenting, or have been set back academically by other challenges. Although all students are eligible to receive CIS services, efforts are focused on students from pre-k to 12th grade who are considered the most at risk for school dropout. School personnel, family members, and individuals from the community refer students to CIS who are showing cause for concern or exhibiting dysfunctional behaviors. CIS plans to serve the following communities with case management and crisis intervention services:

North Central Austin: (78752, 78757, 78758) Barrington ES, Wooten ES, Wooldridge ES, Webb MS, Burnet MS, Lamar MS, Lanier HS, Reagan HS

Northeast Austin: (78723, 78724, 78753) Jordan ES, Hart ES, Andrews ES, Harris ES, Pecan Springs ES, Volma Overton ES, Gus Garcia Young Men's Leadership Academy, Dobie MS, Bertha Sadler Means Young Women's Leadership Academy, LBJ HS

Central East Austin: (78702, 78721) Blackshear ES, Oak Springs ES, Zavaia ES, Norman ES, Sims ES, Martin MS, Kealing MS, Eastside Memorial HS, Garza Independence HS

Southeast Austin: (78741, 78744, 78748) Widen ES, Allison ES, IDEA Allan Academy, IDEA Allan College Prep, Linder ES, Perez ES, Langford ES, Rodriguez ES, Paredes MS, Mendez MS

South Central Austin: (78704, 78745) Becker ES, Dawson ES, Bedichek MS, Fulmore MS, Ann Richards School for Young Women Leaders, Crockett HS, Travis HS

Pebble Project: CIS will provide Pebble Project presentations on each of the elementary campuses listed above as well as several other high need elementary schools in Austin ISD.

Approved Client Eligibility Exception

An exception to the City of Austin Client Eligibility and Residency Documentation Requirements is approved under this contract.

CIS intentionally targets schools for case management and Pebble Project services that have a high percentage of students participating in the federal free and reduced lunch program (i.e., low socio-economic status). To participate in this program, families must fall below 130% of FPIG for free lunch and 185% of FPIG for reduced lunch. This determination is made by

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Program Work Statement

Contract Start Date

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Contract End Date

9/30/2018

Austin ISD school officials and documentation concerning this determination is collected and maintained by the school district. CIS does not collect specific family income for students served. All students on a designated campus are potentially eligible to be served with CIS case management services; however CIS will only report those students receiving case management services who are participating in the federal free and reduced lunch program as verified by Austin ISD. Also, CIS Pebble Project presentations are provided to every student in an entire classroom or in a particular grade level regardless of federal free and reduced lunch participation. Similarly, students must reside within the City of Austin and/or Travis County to attend an Austin ISD campus. This verification is determined and maintained by Austin ISD school officials. All clients reported to the City of Austin will reside within the City of Austin and/or Travis County jurisdiction because CIS is only serving schools within Austin ISD for case management and Pebble Project services with City of Austin funding.

Program Services And Delivery

Case Management: CIS will provide comprehensive mental health and case management services directly on the public school campuses identified above. Each campus site will be staffed with at least one full-time CIS social service professional (i.e., Program Manager) who will develop a CIS team to provide and coordinate an array of case management services tailored to meet the individual needs of referred students. CIS staff will accept student referrals from any source including school personnel, parents, students, and law enforcement. Students are referred for CIS services because they are in crisis or because they are not experiencing success at school due to non-academic challenges they are experiencing at school or in the community. Once a student has been referred to CIS, staff will conduct an in depth needs assessment and seek to determine issues underlying the presenting problems that prompted the referral to CIS. While the referral reason is frequently concerns about a particular behavior (e.g., disengagement, acting-out, truancy, self-harm), our experience has shown that the great majority of students referred to CIS have multiple issues that they are grappling with (e.g., grief and loss issues, chronic abuse, neglect, health and mental health issues, substance abuse, unstable housing, incarcerated loved ones, etc.). CIS staff and the student will set treatment goals and will design a tailored service plan that will incorporate one or more of the following interventions: individual counseling, crisis intervention, therapeutic support groups, life skills building activities, basic needs assistance, home visits, parent engagement activities, assistance identifying and accessing community resources, mentoring, tutoring, and enrichment services. CIS staff on each campus maintain a caseload of students receiving ongoing case management services (typically 100 students per campus) and students are served before, during and after school depending on the service provided. CIS staff try to schedule services on a consistent basis (i.e., weekly anger management group), but because they work full-time on campus, CIS staff are able to be available if students are in crisis or need additional support between sessions. CIS staff actively monitor students' academic performance, attendance, and discipline and quickly intervene if problems are identified before they escalate. Additionally, CIS staff are available to provide short-term crisis intervention and basic needs assistance to any students on campus who need this support. In these situations, the students do not warrant ongoing services from CIS once the immediate need has been resolved.

Within the CIS case management approach, CIS will utilize several innovative programming strategies that target specific client issues or vulnerable client populations. Through the SmartKids program, CIS targets students living in four of the largest Housing Authority of the City of Austin (HACA) public housing sites with case management services, counseling, and after school tutoring and enrichment activities on the HACA property. Similarly, the XY-Zone program engages at-risk male high school students in a "positive brotherhood", and provides them with individual and group counseling, mentoring, case management, leadership development, and opportunities to serve the community. CIS utilizes its large AmeriCorps program to provide tutoring services, mentoring, and service learning opportunities for high needs students at elementary and middle school campuses served. CIS also leverages the services of over 500 university interns and community volunteers who provide mentoring, supportive guidance, tutoring and academic and attendance monitoring. In addition to providing direct services, CIS identifies community resource providers who can address particular student needs and will either assist in connecting the student with this resource in the community or help to facilitate the provider's work on campus. By working with other providers and community resources, CIS can maximize the reach of the program and ensure that as many students as possible receive the individualized services they need.

Pebble Project: CIS will continue to keep children "safe, strong, and free" through providing school-based workshops and community education aimed at preventing child abuse as part of the CIS Pebble Project. At the elementary school level, staff deliver one-hour workshops to individual classrooms using the International Child Assault Prevention Project, an interactive, drama-based curriculum. Presentations are offered in Spanish and English and address bullying, stranger danger and unwanted touch from adults. They also empower children to identify potentially dangerous situations, resist becoming victims of violence and report concerns to trusted adults. Pebble Project staff schedule these classroom presentations so that they will present to two entire grade level cohorts on the school campus (typically 2nd and 4th or 3rd and 5th) so that information is

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reinforced over time. These presentations are engaging and frequently lead to students' disclosure of past or current abuse. CIS Pebble Project staff make time at the end of every presentation for students to talk privately about what they are experiencing and make referrals to CIS Program Managers, school counselors, Child Protective Services, or the Austin Police Department as needed and appropriate to support the student.

System for Collecting and Reporting Program Data

Case Management: CIS uses a comprehensive database developed by the Texas Education Agency, Communities In Schools Tracking Management System (CISTMS), to track student demographics, assessments, treatment plans, services provided, progress information and treatment outcomes throughout the year for all students receiving case management services. CISTMS is a web-based system and CIS staff enter all client information directly into the system from their campus offices. Staff are required to document all service information within 24 hours of delivery. CIS staff conduct an extensive assessment of each student referred for services, incorporating a variety of data including feedback from teachers and school administrators, student report cards, attendance reports, discipline records, and feedback from parents and the students themselves. CIS staff have immediate access to Austin ISD online student data systems (e.g., TEAMS, eCST) to access student data in real time to capture demographic information and to inform assessments, monitor student progress, and determine outcomes. CIS staff document all student demographic information, assessments, treatment plans, service logs, progress monitoring, and outcome information into the CISTMS database throughout the year and can easily generate reports to monitor progress toward treatment goals, identify trends, and report to funders and other stakeholders. Additionally, CIS staff use the CISTMS database to record crisis intervention services provided to any students on campus and also maintain sign-in sheets in the CIS office. CIS administrative staff generate reports directly from CISTMS to report program data to the City of Austin.

Pebble Project: As CIS Pebble Project staff make classroom presentations, they count the number of students and adults participating and also collect a survey from a sample of child and adult participants that includes the participant's name. These totals are recorded on a spreadsheet and used to calculate totals for reporting. Pebble Project staff collect a survey following the workshop to determine if students have increased their skills to avoid and report victimization and this information is also entered into the spreadsheet and used for reporting. Staff also track the number of students who speak privately with the Pebble Project after the presentation and the number of children referred to CIS Program Managers, school counselors, Child Protective Services or the Austin Police Department. Demographic information is determined by multiplying the number of children in presentations at each school by the percentage of students of each racial and socioeconomic category. The information for each school is then entered into the Excel spreadsheet and summarized quarterly.

Performance Evaluation

Case Management: Each student who receives case management services will set personal goals that are included in the service plan and the achievement of those goals is monitored by the CIS Program Manager. CIS staff maintains extensive documentation of intake information, treatment plans, and service data, including the number of service hours provided to each client, in order to closely monitor students' progress throughout the year. CIS staff utilize school district student data systems and are in close contact with teachers to ensure students are attending class, behaving appropriately, and completing required work. Students can be monitored up to several times a day depending upon their intervention needs. With this timely information, CIS staff members are able to provide real-time interventions when a student is not attending class or falling behind academically. Staff intervene quickly if any concerns arise and involve parents and school personnel immediately so that problems are addressed before they escalate.

CIS uses actual student performance data to determine progress toward program goals. CIS staff reference students' report cards directly to determine if a student has been promoted or retained at the end of the school year. Outcomes are also measured through other objective data sources such as discipline referrals, school attendance records, and teacher feedback. Because CIS is helping students to eventually graduate, one of the primary measurable goals of our work each year is if students receiving case management services graduate from school or are promoted to the next grade level.

Pebble Project: CIS Pebble Project staff use results from pre/post surveys administered to student and adult participants to determine if they improved life skills and/or knowledge.

Quality Improvement

Case Management: The use of data is paramount in the CIS case management process as a tool to inform work with

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Program Work Statement

Contract Start Date**9/1/2015*****Contract End Date*****9/30/2018**

individual students but also to determine programmatic effectiveness. CIS' Chief Program Officer and Data Quality and Standards Coordinator oversee the monitoring of service documentation at all campus sites and utilize supervisors in the monitoring and intervention plan through their regular supervision meetings. CIS has also dedicated a staff position to work directly with campus staff who need assistance in developing efficient documentation systems and to also assist with monitoring and compliance oversight. Each day, campus staff enter student service and outcome data directly into the database, therefore allowing caseloads, quantity and types of service delivered, and progress to be monitored. Desk reviews are conducted weekly by the Data Quality and Standards Coordinator and error reports are run regularly to identify potential areas of concern. Supervisors do on campus monitoring of record keeping systems regularly and provide feedback to the campus staff to ensure corrections are made. As part of regular supervision, supervisors review identified issues and provide corrective interventions.

Additionally, CIS collects stakeholder surveys from case-managed students, parents, faculty members, and school administrators on every campus receiving case management services. This information is reviewed by campus staff and supervisors and is used to modify and improve CIS programming. This information is reviewed as part of staff members' annual performance review and is taken very seriously. CIS also regularly collects feedback from our own staff concerning ways to improve performance and achieve better efficiencies.

Pebble Project: CIS Pebble Project staff thoroughly evaluate data collected from students and adults on post surveys in order to ensure quality programming. They debrief each workshop session and offer feedback to one another to improve effectiveness. They also collect surveys from school staff who evaluates each individual workshop and this data is closely reviewed in order to ensure that the programming is effective.

Youth Program Quality: a. Minimum Standard Operating Procedures shall be maintained by Communities In Schools of Central Texas for its summer and afterschool programs. The Procedures shall be submitted to the City for review and approval by the City prior to any reimbursements being made under this contract. Changes or alterations to the Procedures after City approval shall be provided to the City for review and approval within 10 business days of the change.
b. Communities In Schools of Central Texas shall work to align its program quality with the criteria of the Texas Partnership for Out of School Time (TXPOST): Texas Standards of High Quality Afterschool, Summer and Expanded Learning Programs for each program site funded by the City. A plan including specific goals and timelines shall be submitted to the City for review and approval by December 31, 2015.

Service Coordination with Other Agencies

CIS staff complete a comprehensive Campus Needs Assessment prior to each school year in which available resources and service providers serving the campus are identified. CIS staff use this information to develop a Campus Service Plan for the year and target identified gaps in service and students' needs that are not being fully addressed by others. Because the assessment includes input from a variety of campus and community stakeholders (e.g., principals, teachers, parents, students, providers), CIS staff are well informed about the work of others on campus and can ensure that services are not duplicated or unnecessary.

The CIS case management model is grounded in the idea that the resources to address many of the barriers to students' success can be found in the community, but can be more accessible and effective if made available to students on the school campus. For this reason, CIS actively seeks community providers to address specific identified needs and coordinates with dozens of agencies and service providers each year, ensuring those services are accessible on campus. This often involves coordinating providers' access to students during the day, providing meeting space, making referrals, and providing follow-up services. Agreements are secured at the campus level between CIS staff and providers that outline expectations, timeframes, and limitations.

CIS has a demonstrated track record of strong collaboration with other community providers and partners and has consistently utilized these relationships to benefit clients. CIS has formal program collaborations with numerous community organizations including: Austin Community College, Child, Inc., GEN Austin, Goodwill Industries, LifeWorks, Literacy Coalition, Meals on Wheels and More, SafePlace, Seedling Foundation, Workforce Solutions, and YWCA. These formal relationships allow for a coordinated service delivery model and ensure that appropriate services are efficiently matched with clients most in need.

Service Collaboration with Other Agencies

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Program Work Statement

Contract Start Date

9/1/2015

Contract End Date

9/30/2018

N/A

Community Planning Activities

CIS has taken an active role in planning and organizing with the community to ensure sufficient supports are in place and that youth and families thrive. CIS staff serve in leadership roles in several formal community planning groups including the Children and Youth Mental Health Planning Partnership, Success By 6, Project HOPES, Joint Subcommittee Mobility Task Force, the Children's Optimal Health Board, the Mentoring Advisory Council, One Voice Central Texas, and Ready By 21. As a school-based organization that provides mental health services to students, we have earned the trust of the teachers and administrative staff in the school districts we serve and have been actively involved in helping school districts craft effective crisis response protocols and procedures. The Central Texas community views CIS and its leadership as experts in the field on youth development, children's mental health, social service delivery and education.

Program Performance Measures

		<i>Period</i>			<i>Contract Term</i>
		<i>1</i>	<i>2</i>	<i>3</i>	
		<i>Start Date</i>	<i>End Date</i>	<i>Start Date</i>	
		10/1/2015	10/1/2016	10/1/2017	9/1/2015
		9/30/2016	9/30/2017	9/30/2018	9/30/2018

Outputs	<i>ID</i>	<i>Output Measure Description</i>	<i>Period</i>			<i>Contract Term **</i>
			<i>1</i>	<i>2*</i>	<i>3*</i>	

1	Total Number of Unduplicated Clients Served	1060	1060	1060	2726
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Outcomes	<i>ID</i>	<i>Outcome Measure Description</i>	<i>Period</i>			<i>Contract Term **</i>
			<i>1</i>	<i>2*</i>	<i>3*</i>	

		Number of youth served who progress to the next academic level	4104	4104	4104	8742
4B		Total number of youth who received services	4560	4560	4560	9712
		Percent of youth who progress to the next academic level	90	90	90	90.01
		Number of individuals provided child abuse prevention information who complete a pre/post survey demonstrating improved life skills and/or knowledge	2123	2123	2123	6369
		Total number of individuals provided child abuse prevention information who complete pre/post survey	2358	2358	2358	7074
		Percent of individuals provided child abuse prevention information who complete pre/post survey who demonstrate improved life skills and/or knowledge	90.03	90.03	90.03	90.03

* Goal Served May Include Carry-Over From Previous Period

** Goal Served Spans Contract Term / May Not Include Carry-Over / Clients Served Must Be < or = Sum of Periods)

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** Goal Served May Include Carry-Over From Previous Period*

*** Goal Served Spans Contract Term / May Not Include Carry-Over / Clients Served Must Be < or = Sum of Periods)*

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City of Austin Health and Human Services

Social Service Contracts

Client Eligibility Requirements

UNLESS OTHERWISE STATED IN THE CONTRACT WORK STATEMENT, THESE REQUIREMENTS APPLY TO ALL CLIENTS SERVED WITH CITY SOCIAL SERVICES FUNDING.

GENERAL

- Eligibility requirements for clients served under grant contracts will be determined by the grantor.
- Agency must maintain a record of client eligibility (e.g. client file or electronic record) that includes documentation of:
 - ♦ Annual certification of client eligibility
 - ♦ Services provided to client
- Agency must recertify client when notified of a change in family circumstances (e.g. family income, residence, and/or family composition)
- Unless specified by Grant/Funding Source, re-certification of clients is required not less than once every 12 months (unless required earlier by a change in family circumstances)
- Homeless clients:
 - ♦ If the program eligibility requires homeless status, the residency requirements and income requirements do not apply
 - ♦ Homeless status must be documented by a signed (1) Homeless Eligibility Form or Homeless Self-Declaration Form and (2) entry into Homeless Management Information System (HMIS) database. These forms must be developed by the agency and be approved by the City contract manager.
- Other Client populations:
 - ♦ Clients in programs serving victims of violence are not subject to residency or income requirements
 - ♦ Eligibility exceptions for any other type of clients and/or documentation situations must be described in Contract Work Statement
- Date of receipt by agency must be indicated on all documentation in client file

IDENTITY

- Client must provide proof of identity in order to receive City-funded services, documented by:
 - ♦ A government –issued identification; or
 - ♦ A signed Self-Declaration of Identity supported by client residency documentation

RESIDENCY

- City-funded clients must be a resident of the City of Austin (Full Purpose Jurisdiction) and/or Travis County
 - ♦ Residence must be documented by proof of address that includes client name (e.g. City utility bill, lease, letter from landlord, etc.)
 - ♦ Residency eligibility must be verified by one or more of the following sources:
 - Austin GIS Jurisdictions Web Map (<http://www.austintexas.gov/gis/JurisdictionsWebMap/>)
 - Travis County Appraisal District website (<http://www.traviscad.org>)

City of Austin Health and Human Services

Social Service Contracts

Client Eligibility Requirements

- U.S. Postal Service website (verification of County only) (www.usps.com)

INCOME

- Client intake form must reflect wages/income of all family members 18 years old or older living in the household
- Determination of Family Size:
 - ♦ For the purposes of determining eligibility for City-funded services, a family unit consists of:
 - A person living alone:
 - An adult living alone
 - A minor child living alone or with others who are not responsible for the child's support
 - Two or more persons living together who are wholly or partially responsible for the support of the other person/people:
 - Two persons in a domestic partnership, or legal or common-law marriage
 - One or both legal parents and minor children
 - One or both adult caretakers of minors and the caretaker(s)'s minor children. Note: a caretaker is one or both adults(s) who performs parental functions (provision of food, clothing, shelter, and supervision) for a minor.
- Family income must be 200% or less of current Federal Poverty Income Guidelines (FPIG) to be eligible for City-funded services; agency must update its FPIG categories when Federal figures change. Income inclusions and exclusions are based on Texas Administrative Code §5.19 and are as follows:

(1) Included Income:

- (A) Temporary Assistance for Needy Families (TANF);
- (B) Money, wages and salaries before any deductions;
- (C) Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses);
- (D) Regular payments from social security, including Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI);
- (E) Railroad retirement;
- (F) Unemployment compensation;
- (G) Strike benefits from union funds;
- (H) Worker's compensation;
- (I) Training stipends;
- (J) Alimony;
- (K) Military family allotments;
- (L) Private pensions;
- (M) Government employee pensions (including military retirement pay);
- (N) Regular insurance or annuity payments; and
- (O) Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts; and net gambling or lottery winnings.

(2) Excluded Income:

- (A) Capital gains; any assets drawn down as withdrawals from a bank;
- (B) The sale of property, a house, or a car;
- (C) One-time payments from a welfare agency to a family or person who is in temporary financial difficulty;

City of Austin Health and Human Services

Social Service Contracts

Client Eligibility Requirements

- (D) Tax refunds, gifts, loans, and lump-sum inheritances;
- (E) One-time insurance payments or compensation for injury;
- (F) Non-cash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits;
- (G) Food or housing received in lieu of wages;
- (H) The value of food and fuel produced and consumed on farms;
- (I) The imputed value of rent from owner-occupied non-farm or farm housing;
- (J) Federal non-cash benefit programs as Medicare, Medicaid, Food Stamps, and school lunches;
- (K) Housing assistance and combat zone pay to the military;
- (L) Veterans (VA) Disability Payments;
- (M) College scholarships, Pell and other grant sources, assistantships, fellowships and work study, VA Education Benefits (GI Bill); and
- (N) Child support payments.

- Client income amounts must reflect *Gross Income*, before any deductions
- If any adult family member has no income, a Self-Declaration of No Income form is required for that individual
- Income documentation requirement:
 - ❖ Programs providing financial assistance to or on behalf of clients (including but not limited to rent, utilities, arrears, child care, tuition, occupational training): the client file must include primary eligibility sources; declaration of eligibility for another program (e.g., TANF, Free/Reduced/School Lunch Program) is not adequate documentation of eligibility
 - ❖ Programs which do not provide financial assistance to or on behalf of clients: the client file must include primary eligibility sources or a self-declaration of income form

Any question about eligibility criteria not addressed here or for which the contractor needs clarification must be referred to the contractor's City contract manager. The City has final authority to declare an individual eligible or not eligible for City-funded services based on the criteria in this document.

Program Budget and Narrative

	<i>1</i>	<i>Period 2</i>	<i>3</i>	<i>Contract Start Contract End</i>	<i>9/1/2015 9/30/2018</i>
<i>Period Start Date</i>	9/1/2015	10/1/2016	10/1/2017		
<i>Period End Date</i>	9/30/2016	9/30/2017	9/30/2018		
<i>Salary plus Benefits</i>	\$463,480.00	\$463,480.00	\$463,480.00		\$1,390,440.00
<i>General Operations Expenses</i>	\$12,343.00	\$12,343.00	\$12,343.00		\$37,029.00
<i>Program Subcontractors</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Staff Travel</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Conferences</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Operations SubTotal</i>	\$12,343.00	\$12,343.00	\$12,343.00		\$37,029.00
<i>Food and Beverages for Clients</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Financial Direct Assistance to Clients</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Other Assistance Amount</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Direct Assistance SubTotal</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Capital Outlay Amount</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Total</i>	\$475,823.00	\$475,823.00	\$475,823.00		\$1,427,469.00
<i>Total Period Percentage</i>	33.33	33.33	33.33		

Detailed Budget Narrative**Salaries plus Benefits**

Salaries and fringe benefits for direct service and administrative staff; fringe benefits include FICA, SUI, Worker's Comp, Health Insurance, Retirement, Life, AD&D, EAP.

Positions: Campus Program Managers (42); Campus Level Directors (ES, HS, MS) (4); Program Coordinator (1); Prevention Education Specialist (3); CEO (1); CFO (1); Accountant (1); CHRO (1); HR Associate (1); Dir IT (1); Receptionist (1)

General Op Expenses

Amounts are estimates.

Staff mileage within county \$2,000 to provide client services, attend training, etc.

2. Staff training within county \$120 related to services to clients and related skills development

3. General liability & property insurance, crime policy, etc. \$240

4. Audit \$480

5. Program supplies \$3,103

6. Central office rent \$5,760 for direct service & administrative staff

7. Telecommunications \$480 for internet & telephone services

8. Postage \$60

9. Copier \$100

Program Subcontractors**Staff Travel****Conferences****Food and Beverage****Financial Assistance****Other Assistance**

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Program Budget and Narrative

Capital Outlay

**City of Austin, Texas
EQUAL EMPLOYMENT/FAIR HOUSING OFFICE
NON-DISCRIMINATION CERTIFICATION**

**City of Austin, Texas
Human Rights Commission**

To: City of Austin, Texas, ("OWNER")

I hereby certify that our firm conforms to the Code of the City of Austin, Section 5-4-2 as reiterated below:
Chapter 5-4. Discrimination in Employment by City Contractors.

Sec. 4-2 Discriminatory Employment Practices Prohibited. As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations and agrees:

- (B) (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter. Such affirmative action shall include, but not be limited to: all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising; selection for training and apprenticeship, rates of pay or other form of compensation, and layoff or termination.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by OWNER setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, veteran status, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with OWNER's Human Rights Commission in connection with any investigation or conciliation effort of said Human Rights Commission to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require compliance with provisions of this chapter by all subcontractors having fifteen or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with OWNER subject to the terms of this chapter.

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Nondiscrimination Policy set forth below.

**City of Austin
Minimum Standard Non-Discrimination in Employment Policy:**

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for

addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE A COPY TO THE CITY OF THE CONTRACTOR'S NON-DISCRIMINATION POLICY ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION POLICY, AS SET FORTH HEREIN, OR THIS NON-DISCRIMINATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES (THE FORM OF WHICH HAS BEEN APPROVED BY THE CITY'S EQUAL EMPLOYMENT/FAIR HOUSING OFFICE), WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

Sanctions:

Our firm understands that non-compliance with Chapter 5-4 may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4.

Term:

The Contractor agrees that this Section 0800 Non-Discrimination Certificate or the Contractor's separate conforming policy, which the Contractor has executed and filed with the Owner, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payments, the Contractor's Non-Discrimination Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this 2nd day of June, 2015

CONTRACTOR
Authorized
Signature

Title

Communities In Schools
[Signature]
CEO

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

The following Supplemental Purchasing Provisions apply to this solicitation:

1. EXPLANATIONS OR CLARIFICATIONS: (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to CityHSRFA2014@austintexas.gov by 4 PM on April 11th, 2014. Questions not submitted to the email address above or after the deadline will not be addressed. Questions and Answers will be available at the following link: <http://austintexas.gov/article/social-services-solicitation>

2. INSURANCE: Insurance is required for this solicitation.

Contractor shall have, and shall require all Subcontractors of every tier providing services under this Contract to have, Standard Insurance meeting the General Requirements as set forth below and sufficient to cover the needs of Contractor and/or Subcontractor pursuant to applicable generally accepted business standards. Depending on services provided by Contractor and/or Subcontractor(s), Supplemental Insurance Requirements or Alternate Insurance Options shall be imposed as follows:

I. General Requirements Applicable to All Contractors' Insurance.

The following requirements (A-J) apply to the **Contractor and to Subcontractor(s) of every tier** performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and Contractor's Subcontractor(s):

- A. The minimum types and limits of insurance indicated below shall be maintained throughout the duration of the Contract.
- B. Insurance shall be written by companies licensed in the State of Texas with an A.M. Best rating of B+ VII or higher.
- C. Prior to commencing work under this Contract, the required insurance shall be in force as evidenced by a Certificate of Insurance issued by the writing agent or carrier. A copy of the Certificate of Insurance shall be forwarded to the Human Services Administration Unit upon request. Execution of this Contract will not occur until such evidence of insurance has been provided and accepted by the City.
- D. Certificates of Insurance shall include the endorsements outlined below and shall be submitted to the Human Services Administration Unit. The Certificate(s) shall show the City of Austin Contract number and all endorsements by number.
- E. Insurance required under this Contract which names City of Austin as Additional Insured shall be considered primary for all claims.
- F. Insurance limits shown below may be written as primary or structured using primary and excess or umbrella coverage that follows the form of the primary policy.
- G. City shall be entitled, upon its request and without expense, to receive certified copies of policies and endorsements.
- H. City reserves the right to review insurance requirements during any term of the Contract and to require that Contractor make reasonable adjustments when the scope of services has been expanded.
- I. Contractor shall not allow any insurance to be cancelled or lapse during any term of this Contract. Contractor shall not permit the minimum limits of coverage to erode or otherwise be reduced. Contractor shall be responsible for all premiums, deductibles and self-insured retention. All deductibles and self-insured retention shall be shown on the Certificates of Insurance.
- J. Insurance coverages specified in this Contract are not intended and will not be interpreted to limit the responsibility or liability of the Contractor or Subcontractor(s).

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

- K. The City will accept endorsements providing equivalent coverage if the insurance carrier does not use the specific endorsements indicated below.

II. Specific Requirements

The following requirements (II.A - II.G, inclusive) apply to the **Contractor and to Subcontractor(s) of every tier** performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and Contractor's Subcontractor(s):

A. Workers' Compensation and Employers' Liability Insurance

1. Coverage shall be consistent with statutory benefits outlined in the Texas Workers' Compensation Act.
2. Employers' Liability limits are
 - \$100,000 bodily injury each accident
 - \$100,000 bodily injury by disease
 - \$500,000 policy limit
3. Policies under this Section shall apply to State of Texas and include the following endorsements in favor of City of Austin:
 - a. Waiver of Subrogation (Form 420304)
 - b. Thirty (30) day Notice of Cancellation (Form 420601)

B. Commercial General Liability Insurance

1. Minimum limits:
 - \$500,000* combined single limit per occurrence for coverage A and B.
 - *Supplemental Insurance Requirement
 - If eldercare, childcare, or housing for clients is provided, the required limits shall be:
 - \$1,000,000 per occurrence
2. The Policy shall contain or be endorsed as follows:
 - a. Blanket Contractual liability for this Contract
 - b. Products and Completed Operations
 - c. Independent Contractor Coverage
3. The Policy shall also include the following endorsements or endorsements providing equivalent coverage in favor of City of Austin:
 - a. Waiver of Subrogation (Form CG 2404)
 - b. Thirty (30) day Notice of Cancellation (Form CG 0205)
 - c. City of Austin named as additional insured (Form CG 2010)
4. If care of a child is provided outside the presence of a legal guardian or parent, the Contractor shall provide coverage for sexual abuse and molestation for a minimum limit of \$500,000 per occurrence.
 - The policy shall be endorsed to cover injury to a child while the child is in the care of the Contractor or Subcontractor.

C. Business Automobile Liability Insurance

1. Minimum limits:

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

\$500,000 combined single limit per occurrence

- a. If any form of transportation for clients is provided, coverage for all owned, non-owned, and hired vehicles shall be maintained with a combined single limit of \$1,000,000 per occurrence.
2. The Policy shall also include the following endorsements or endorsements providing equivalent coverage in favor of City of Austin:
 - a. Waiver of Subrogation (Form CA 0444)
 - b. Thirty (30) day Notice of Cancellation (Form CA 0244)
 - c. City of Austin named as additional insured (Form CA 2048)

D. Professional Liability Insurance

Coverage shall be provided with a minimum limit of \$1,000,000 per claim to cover negligent acts, errors, or omissions arising out of Professional Services under this Contract.

E. Blanket Crime Policy Insurance

A Blanket Crime Policy **providing coverage for employee dishonesty** shall be required with limits equal to or greater than the sum of all Contract Funds allocated by the City. Acceptance of alternative limits shall be approved by the HHSD Director.

F. Directors and Officers Insurance

Directors and Officers Insurance with a minimum of not less than \$1,000,000 per claim shall be in place for protection from claims arising out of negligent acts, errors or omissions for directors and officers while acting in their capacities as such. If coverage is underwritten on a claims-made basis, the retroactive date shall be coincident with or prior to the date of the Agreement and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The coverage shall be continuous for the duration of the Agreement and for not less than twenty-four (24) months following the end of the Agreement. Coverage, including renewals, shall have the same retroactive date as the original policy applicable to the Agreement or evidence of prior acts or an extended reporting period acceptable to the City may be provided. The Contractor shall, on at least an annual basis, provide the City with a certificate of insurance as evidence of such insurance.

G. Property Insurance

If the Contract provides funding for the purchase of property or equipment the Contractor shall provide evidence of all risk property insurance for a value equivalent to the replacement cost of the property or equipment.

- H. Commercial Crime Insurance** for all losses emanating from the handling of checks or cash including but not limited to losses resulting from dishonest or criminal acts, fraud, embezzlement, forgery, misappropriation or loss of funds and errors in the processing or reporting of funds. This policy shall be written for a minimum limit of the sum total dollar amount of City contracts for social services.

- III. Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

3. TERM OF CONTRACT:

- A. The Contract shall be in effect for an initial term of 36 months and may be extended thereafter for up to 3 additional 12 month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.

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- B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 180 days unless mutually agreed on in writing).
- C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
- D. Prices are firm and fixed for the first 12 months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.

4. RECYCLED PRODUCTS:

- A. The City prefers that Offerors offer products that contain recycled materials. When a recycled product is offered by the Offeror, the Offeror must state in their Offer the percentage of the product that is recycled and must include a list of the recycled materials that are contained in the product.
- B. The recycled content of paper products offered to the City shall be in accordance with the Federal Environmental Protection Agency's Recycled Product Procurement Guidelines. These guidelines are available at <http://www.epa.gov/cpg/>.

5. INTERLOCAL PURCHASING AGREEMENTS: (applicable to competitively procured goods/services contracts).

- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.
- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

7. OWNERSHIP AND USE OF DELIVERABLES: The City shall own all rights, titles, and interests throughout the world in and to the Deliverables.

- A. **Patents:** As to any patentable subject matter contained in the Deliverables, the Contractor agrees to disclose such patentable subject matter to the City. Further, if requested by the City, the Contractor agrees to assign and, if necessary, cause each of its employees to assign the entire right, title, and interest to specific inventions under such patentable subject matter to the City and to execute, acknowledge, and deliver and, if necessary, cause each of its employees to execute, acknowledge, and deliver an assignment of letters patent, in a form to be reasonably approved by the City, to the City upon request by the City.
- B. **Copyrights:** As to any Deliverable containing copyrighted subject matter, the Contractor agrees that upon their creation, such Deliverables shall be considered as work made-for-hire by the Contractor for the City and the City shall own all copyrights in and to such Deliverables, provided however, that nothing in this Paragraph 36 shall negate the City's sole or joint ownership of any such Deliverables arising by virtue of the City's sole or joint authorship of such Deliverables. Should by operation of law, such Deliverables not be considered work made-for-hire, the Contractor hereby assigns to the City (and agrees to cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver an assignment to the City of Austin) all worldwide right, title, and interest in and to such Deliverables. With respect to such work made-for-hire, the Contractor agrees to execute, acknowledge and deliver and cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver a work-for-hire agreement, in a form to be reasonably approved by the City, to the City upon delivery of such Deliverables to the City or at such other time as the City may request.

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- C. **Additional Assignments:** The Contractor further agrees to, and if applicable, cause each of its employees to execute, acknowledge, and deliver all applications, specifications, oaths, assignments, and all other instruments which the City might reasonably deem necessary in order to apply for and obtain copyright protection, mask work registration, trademark registration and/or protection, letters patent, or any similar rights in any and all countries and in order to assign and convey to the City, its successors, assigns, and nominees, the sole and exclusive right, title, and interest in and to the Deliverables. The Contractor's obligations to execute acknowledge, and deliver (or cause to be executed, acknowledged, and delivered) instruments or papers such as those described in this Paragraph 36 A., B., and C. shall continue after the termination of this Contract with respect to such Deliverables. In the event the City should not seek to obtain copyright protection, mask work registration or patent protection for any of the Deliverables, but should arise to keep the same secret, the Contractor agrees to treat the same as Confidential Information under the terms of Paragraph above.

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1. INTRODUCTION

The overall objective for this competitive solicitation is to establish contracts with community-based organizations for services that promote self-sufficiency across the Life Continuum in an amount approximately \$13,815,227 per 12-month period. The contracted services shall target people who are residents of Austin and/or Travis County with gross income at or below 200% of federal poverty guidelines, with exceptions to this eligibility requirement for services designed specifically for homeless individuals and families and services designed specifically for victims of sexual and domestic violence.

To that end, the City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified providers (Applicants) with demonstrated experience in providing social services to children, youth, adults and families, and/or seniors and persons with disabilities with diverse needs along a self-sufficiency continuum. The City requests applications that address social services' self-sufficiency goals across the Life Continuum.

1.1 Self-sufficiency Goals:

- a. Safety Net/Infrastructure Services: Ensure that no person is without such basic necessities as food, clothing, health, shelter, and behavioral health care, or constitutionally-guaranteed legal rights
- b. Transition Out of Poverty: Ensure developmental, educational, employment and other special opportunities for disadvantaged persons to further self-reliance
- c. Problem Prevention: Deter the growth of problem conditions at the individual and community level through education, preventive physical and behavioral health programs, crime prevention and other preventive programs
- d. Universal Support Services: Provide family and societal support services in response to long-term issues such as poverty and new problems created by urbanization and technological advances. These include education, child care, counseling and assistance for the aging, youth, homeless, and unemployed, rehabilitation services and other support rehabilitation services
- e. Enrichment: Encourage personal development and community enrichment through cultural and educational programs

1.2 Life Continuum Categories:

- a. Early Childhood: Represents the critical developmental period from birth through 5 years old. It provides the continuum of care (prevention, intervention, and treatment) that nurtures children to their optimal development in all domains: physical, social, emotional, language, and intellectual. Early childhood services support the evidence that children's development is intertwined with their environments and relationships at home, at school, and in the community, and with the adults in those environments including parents/families, caregivers, teachers, and service providers.
- b. Youth: Focuses on the lives and needs of youth and adolescents, defined as individuals ages 6-21, by addressing areas of opportunity, out of school time, youth enrichment, and healthy development. Through the participation of these programs, youth are given the

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tools to successfully transition through the educational continuum to employment; experience physical and emotional well-being; understand learning and training opportunities; and experience positive growth for themselves and their community.

- c. **Adults and Families:** Focuses on assisting adults and families with meeting their essential needs and improving or maintaining their quality of life by providing basic needs, housing and homeless services, behavioral health, workforce development and other social services.
- d. **Seniors & Persons with Disabilities:** With a rapidly growing number of seniors, defined as individuals of 55 years of age or older, and a significant population of people with disabilities, including both physical and mental disabilities, services to these individuals are intended to help them maintain dignity, independent living, housing stability, and to assist with basic needs.

Contracts entered into under this RFA are anticipated to be for an initial three-year period, beginning October 1, 2015, with three one-year renewal options for a total contract period not to exceed six (6) years. All contracts awarded through this solicitation will require authorization of the Austin City Council. The City Council has directed that final contract decisions be consistent with the goals of the Imagine Austin Comprehensive Plan and other community plans outlined in this solicitation.

2. BACKGROUND

A Focus on Self-Sufficiency Across the Life Continuum

In preparation for this RFA, the City engaged a broad range of stakeholders in community conversations and consulted various local, state, and federal action plans and reports. These efforts highlighted issue areas that promote self-sufficiency across the Life Continuum such as: 1) Basic Needs, 2) Behavioral Health, 3) Child and Youth Services, 4) Homeless Services, and 5) Workforce Development.

The following plans and reports identify significant needs in our community, gaps in services, and/or best practices for strategies that foster and support self-sufficiency for individuals and families. This is a partial list of the documents used and does not include all applicable plans and reports.

- a. *School Readiness Action Plan* (May 2012), UnitedWay
- b. *Priority Outcomes for Child and Youth Well-being*, (2012) Ready by 21 Coalition of Central Texas
- c. *Travis County Community Impact Report* (2012), Travis County HHS & VS
- d. *Hunger and Homelessness Survey* (Dec 2012), The U.S. Conference of Mayors
- e. *CAN Community Dashboard* (2012, 2013), Community Advancement Network
- f. *Permanent Supportive Housing Strategy* (September 2010), City of Austin & CSH
- g. *Home Health Quality Initiative* (April 2013), Centers for Medicare & Medicaid Services
- h. *10 Year Plan to End Homelessness* (2010), Ending Community Homelessness Coalition

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- i. *American Community Survey* (2012), U.S. Census Bureau – and the *Travis County Snapshot from the 2012 American Community Survey*, Travis County HHS & VS
- j. *SAMHSA's National Registry of Evidence-based Programs and Practices* (2013), The Substance Abuse and Mental Health Services Administration
- k. *Austin/Travis County Community Health Assessment* (2012), A/TCHHSD, Travis County HHS & VS, Central Health, St. David's Foundation, Seton Healthcare Family, UTHSC
- l. *Mayor's Mental Health Task Force Final Report* (2005), Austin/Travis County Behavioral Health Planning Partnership
- m. *Embracing an Age Diverse Austin: Mayor's Task Force on Aging Report and Recommendations* (2013), Mayor's Task Force on Aging
- n. *Imagine Austin* (2012), City of Austin

As the community's social and economic environment continues to change, the City will invest in social services that focus on promoting and sustaining self-sufficiency for targeted individuals and families across the Life Continuum.

3. PRINCIPAL OBJECTIVE & GOALS

This RFA establishes an open and competitive process which encourages applications that are client-centered and employ evidence-based, research-based or promising practices that promote self-sufficiency across the Life Continuum. This RFA requires the service strategy/strategies proposed be consistent with one or more of the goals outlined below:

- a. Early Childhood:
 - 1. **READY FAMILIES GOALS:** Parents have a secure attachment to their infants and young children. Parents respond appropriately to their children's cues. Families provide stimulating learning experiences for their children prior to school entry. Families are financially stable.
 - 2. **READY SERVICES: EARLY CHILDHOOD EDUCATION GOALS:** Affordable, accessible early education services are available for all families. Available early education services are culturally relevant, healthful, engaging, rigorous, and are of sufficient quality to measurably impact school readiness outcomes.
 - 3. **READY SERVICES: PREVENTATIVE PRIMARY CARE & MENTAL HEALTH GOALS:** Children and family members are linked to preventative physical and mental health services and treatment as needed. Children with developmental delays are referred to appropriate services.
 - 4. **READY CHILDREN GOALS:** Low-income Travis County children ages 0–5 are happy, healthy and prepared for school success.
(School Readiness Action Plan)
- b. Youth:
 - 1. Children, youth and young adults:

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- i. Are physically healthy
 - ii. Are physically safe
 - iii. Respect diversity and demonstrate empathy and pro-social behaviors
 - iv. Engage in community, school and/or extracurricular activities
 - v. Are aware of, appreciate and demonstrate behaviors of personal and social responsibility
 - vi. Have good mental health and are emotionally resilient
 - vii. Avoid risky behaviors
 - viii. Are academically successful
 - ix. Have awareness and positive attitudes about adult careers
 - x. Graduate from high school college- and/or career-ready and prepared for a Life of learning
 - xi. Successfully complete post-secondary education or training
 - xii. Are productive and equipped to reach financial self-sufficiency
- (Ready by 21)**

c. Adults and Families:

1. Basic Needs: Individuals and families have resources for the most fundamental aspects of daily living such as food, housing, utilities, safety and personal care. Basic needs services are often emergency or short-term services provided during/after a crisis or following a prolonged period of extremely limited resources. Typically these needs must be met before an individual or family has the capacity to transition out of poverty and into self-sufficiency.
2. Homeless & Housing Services: People at risk of becoming homeless, the situational homeless and the chronic homeless will be identified early and receive the assistance they need to maintain and receive appropriate housing (***Ending Community Homeless Coalition - ECHO***). People experiencing homelessness have access to a safe and secure environment where they are offered a variety of services, including case management, safe sleep, mental/physical supports, and resource information to address a variety of needs. Individuals and families who have experienced violence or abuse have access to trauma-informed emergency shelter, transitional and/or other housing and support services to stabilize, heal, and build self-sufficiency.
3. Behavioral Health: Austin/Travis County will be a community that promotes the mental and physical health of its residents and all persons of all cultures and all special populations will have access to prevention, intervention, treatment, and recovery support services of substance use disorders and mental illness (***Behavioral Health Planning Partnership***).
4. Workforce Development: Individuals are connected to jobs with good wages, benefits and career path opportunities to transition out of poverty and promote self-sufficiency. In many cases, for individuals to successfully transition into sustained employment, basic adult education and language acquisition services are required in addition to certifications and skills based instruction. Improve access to high quality adult education, including English as a Second Language, General Education Development, Adult Basic Education, computer literacy, financial literacy and health

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literacy to obtain literacy skills necessary for self-sufficiency (*Literacy Coalition of Central Texas*). Reduce disparities in education, employment and income (*Workforce Solutions Strategic Plan, Overarching Goals*).

d. Seniors & Persons with Disabilities:

1. Seniors:

- i. Provide a continuum of services and supports that help older adults “age in place/community” and avoid premature or unnecessary institutionalization (e.g., hospital, nursing homes, etc.)
- ii. Provide services that focus on the cognitive and mental/behavioral health of older adults such as late-life depression, anxiety, suicide prevention, substance abuse, and dementia.
- iii. Ensure access to meaningful opportunities for recreation and social engagement to avoid isolation, loneliness and depression.
- iv. Support family caregivers with services that promote their self-care, health and effectiveness (e.g., respite care, education, therapeutic counseling).
- v. Provide access to safe and affordable housing that allows older adults to age in place and have access to transportation options.

(Mayor’s Task Force on Aging 2013)

2. Persons with Disabilities:

- i. Provide a continuum of services and supports throughout the person’s Life to remain in community-based settings and avoid institutionalization (e.g., State Supported Living Center, prison, nursing homes, etc.).
- ii. Provide services and resources that support families and caregivers for the Life of the person with a disability (e.g., respite care, education, transitional services, etc.).
- iii. Provide access to affordable housing options that include accessible transportation opportunities to work, healthcare, shopping, education and play.
- iv. Provide opportunities for persons with disabilities to be employed in non-segregated, regular workplaces.
- v. Ensure access to meaningful day activities for adults with disabilities to avoid isolation, depression, and victimization

(Intellectual and Developmental Disabilities Coalition; “Community Integration for People with Disabilities: Key Principles.”)

4. CONNECTION TO IMAGINE AUSTIN

The Applicant shall indicate how the proposed strategy/strategies correspond to the Imagine Austin Comprehensive Plan vision statement and one or more of its core mission statements.

The Imagine Austin Comprehensive Plan vision statement states:

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“Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated; where community needs and values are recognized; where leadership comes from its citizens, and where the necessities of life are affordable and accessible to all.”

Imagine Austin’s core mission statements, as they relate to the City’s social service investments, are as follows:

Austin is Livable: All residents have a variety of urban, suburban, and semi-rural lifestyle choices with access to quality schools, libraries, parks and recreation, health and human services, and other outstanding public facilities and services.

- a. Austin’s diverse population is active and healthy, with access to locally-grown, nourishing foods and affordable healthcare

Austin is Educated: Austin provides everyone with an equal opportunity for the highest quality of education that allows them to fully develop their potential. Networks of community partnerships support our schools and ensure that our children receive the resources and services they need to thrive and learn.

- a. Our school campuses provide safe and stable environments enabling future success
- b. Every child in Austin has the chance to engage with other cultures, communities, and languages, providing pathways for healthy development and the critical thinking skills students need as future citizens of Austin and the world.

Austin is Prosperous: Austin’s prosperity exists because of the overall health, vitality, and sustainability of the city as a whole — including the skills, hard work, and qualities of our citizens, the stewardship of our natural resources, and developing conditions that foster both local businesses and large institutions.

- a. Equitable opportunities are accessible to all through quality education, training, and good jobs

Austin Values and Respects its People: Austin is its people. Our city is home to engaged, compassionate, creative, and independent thinking people, where diversity is a source of strength, and where we have the opportunity to fully participate and fulfill our potential. People across all parts of the city and of ages and income levels live in safe, stable neighborhoods with a variety of affordable and accessible homes with access to healthy food, economic opportunity, healthcare, education, and transportation

<http://assets.austintexas.gov/webiacpfullreduced.pdf>.

5. PROGRAM STRATEGIES & TARGET POPULATION

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The City is intentionally leaving program strategies and target population options open beyond the criteria listed in this section for the areas described above, allowing Applicants to propose solutions to maintain, improve, or promote self-sufficiency throughout the Life Continuum in an effective and successful manner for the target population identified. Applicants are encouraged to incorporate strategies that reflect evidence-based or promising practices and the proposed strategies shall be aligned with the Life Continuum goals outlined in Section 3 of this RFA.

The Applicant shall clearly identify the primary Life Continuum category addressed by their application. Any additional Life Continuum category/categories being addressed shall also be identified. Applicants may propose multiple strategies either within the same application or in separate applications as appropriate for their targeted population(s).

Applicants shall clearly identify the target population(s) they plan to serve. If applicable, Applicants shall describe how they will serve clients who have a criminal history.

The services the City will purchase will include the following characteristics:

- a. Are client-centered with a holistic approach
- b. Serves high-risk clients living at or below 200% of poverty with significant and/or multiple barriers to self-sufficiency and stability
- c. Are Integrated with the community to improve access to supportive services
- d. Links client and services to other City-funded or City-operated services

The Applicant shall also provide data to demonstrate the need for the strategy/strategies being proposed. Data should include but is not limited to:

- a. Target Population demographic/Census data
- b. Target Population unmet need(s)
- c. Applicant's trends in Target Population unmet need(s)
- d. Waiting list information (if applicable)
- e. Data from community databases, such as Homeless Management Information System, showing Target Population unmet need(s) (if applicable)

If the proposed strategies cut across the Life Continuum and or are collaborative/cooperative with other service providers, Applicants shall indicate how the proposed strategies will be implemented to successfully reach individuals in multiple Life Continuum categories and/or how the proposed collaborative/cooperative will successfully work together to maximize service delivery to the target populations. For the purposes of this RFA, the terms "collaborative" and "cooperative" are defined below:

- Collaborative: a consortium with a lead agency/fiscal agent and subcontractors
- Cooperative: a consortium with a lead agency working in partnership with one or more other agencies

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Applicants may submit one or more applications as a primary contractor and may choose to participate as a subcontractor or partner in another application.

6. OUTCOMES & OUTPUTS

One or more of the following high-level outcomes designed to demonstrate progress in self-sufficiency through the Life Continuum is required for all applications. Additional outcomes may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

1. Percent of households that maintain housing or transition into housing
2. Percent of individuals who maintain or increase income
3. Percent of individuals who make progress toward treatment plan goals
4. Percent of children and youth who progress to the next developmental or academic level
5. Percent of individuals who demonstrate improved life skills and/or knowledge

All applications shall also include the following high-level output. Additional outputs may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

1. Number of unduplicated clients served per 12-month contract period
2. Number of unduplicated clients served during the initial 36-month contract period

7. ELIGIBILITY REQUIREMENTS

The eligibility requirements for this RFA are outlined in Section 0620 – Client Eligibility Requirements. The City requires all awarded agencies to maintain a complete and current record of client eligibility throughout the entire contract period (e.g. client file or electronic record) that includes documentation of the elements listed in Section 0620.

Applicants may propose alternate eligibility criteria from the requirements in Section 0620 for the proposed target population(s). If applicable, Applicants shall clearly define the proposed alternate eligibility criteria.

Applicants shall describe how the City Client Eligibility Requirements (Section 0620) or the proposed alternate eligibility criteria will be documented for the target population(s) identified in the application.

8. FUNDING INFORMATION

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- a. \$13,815,227 is available per 12-month period for all Life Continuum categories for a total three-year amount of \$41,445,681 dependent upon Austin City Council approval.
 - 1. The following funding amounts are available for each Life Continuum category per 12-month period:
 - i. Early Childhood - \$949,416
 - ii. Youth - \$1,961,339
 - iii. Adults and Family - \$7,327,622
 - iv. Seniors and People with Disabilities - \$813,804
 - v. \$2,763,045 is available to be awarded in any Life Continuum category
- b. Applicants shall apply for at least \$50,000 per 12-month period.
- c. It is the City's intent to provide initial three-year contract with three (3) one-year renewal options, for a total contract period not to exceed six (6) years. The initial three-year contract funding period will be October 1, 2015, through September 30, 2018.
- d. The City of Austin reserves the right to adjust the contract amount or scope of work over the contract period based on community needs, applicant's ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least 90-day notice to the contractor.

9. ELIGIBLE APPLICANTS

- a. Any nonprofit or governmental agency that can legally contract with the City (as verified by the City Purchasing Office).
 - 1. City policy does not permit entering into a contract with an entity that owes taxes to the City.
 - 2. The Applicant and its principals may not be currently suspended or debarred from doing business with the Federal Government, as indicated by the United States General Services Administration list of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- b. Applicants shall be able to meet the City's insurance requirements for social service contractors. See the insurance requirements in Section 0400 of the RFP.
- c. Applicant's two most recent consecutive audit years:
 - 1. Shall reflect an unqualified and/or unmodified audit opinion
 - 2. Shall not reflect a "Going Concern Uncertainty"
 - 3. Shall not reflect financial management issues unless Applicant can provide evidence that necessary changes have been implemented.
- d. Applicant's Board of Directors shall:
 - 1. Have specific terms delineated by a beginning and ending date
 - 2. Meet in person a minimum of three times per fiscal year
 - 3. Have a process to review program performance, approve budgets, review financial performance and approve audit reports.
- e. Within the last five years, the Applicant shall have a minimum of two years successful experience working with the proposed target populations and providing the proposed services to clients.

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All Applicants must submit the following documents in a sealed envelope in the same package as their application:

- a. Completed Application Threshold Checklist (Section 0610)
- b. Current Board of Directors by-laws
- c. Approved Board of Directors minutes during the previous fiscal year reflecting the Board has a documented process that:
 - a. reviews program performance
 - b. approves budgets
 - c. reviews financial performance
 - d. approves audit reports
- d. Copy of the most recently filed 990 or 990 EZ, or Extension to File documentation (no older than FY 2012)
- e. A complete set of audited financial statements which include the auditor's opinion and any management letters, covering the two most recent consecutive audit years

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APPLICATION SUBMISSION REQUIREMENTS

The Applicant must submit its response in two **SEPARATE** sealed envelopes.

ENVELOPE #1 – THRESHOLD REVIEW

This sealed envelope must contain the following:

1. **Application Threshold Checklist – Section 0610**
2. Required Attachments

The envelope should be labeled: THRESHOLD REVIEW CHECKLIST
[NAME OF AGENCY]
[NAME OF PROPOSED PROGRAM]

ENVELOPE #2 – APPLICATION DOCUMENTS

This sealed envelope must contain the following:

1 original and 6 CDs or flash drives each containing all the elements below:

1. Executive Summary
2. Application
3. Attachments

The envelope should be labeled: APPLICATION DOCUMENTS
[NAME OF AGENCY]

BOTH SETS OF ENVELOPES SHOULD BE SHIPPED IN A BOX (OR BOXES) WITH THE SOLICITATION NUMBER **EAD0116 CLEARLY MARKED ON THE OUTSIDE AND IDENTIFY WHICH ENVELOPE IS IN WHICH PACKAGE.**

Executive Summary

The Executive Summary cannot exceed two (2) pages using the Application Format guidelines listed below and must include:

1. A brief description of the Applicant

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2. A brief description of how the application will address the primary self-sufficiency goal and Life Continuum category identified
3. A brief description of any additional self-sufficiency goals and/or Life Continuum categories addressed
4. A brief description of the need of the target population(s) for the strategy/strategies being proposed
5. A brief summary of the proposed program strategy/strategies
6. The amount of funding requested
7. A statement of the Applicant's compliance with all applicable rules and regulations of Federal, State and Local governing entities is required. The Applicant must state compliance with all terms of this Request for Application (RFA).

Application Evaluation

An application must address each item in Parts I, II, & III, outlined below, in order to be considered responsive to the goals of this RFA. Part IV is optional and is not required in order for an application to be considered responsive to the goals of this RFA. A total of 100 points may be awarded to the application in Parts I, II, & III below with an additional 25 bonus points available in Part IV for a potential of 125 total evaluation points. The maximum score per section is noted at the beginning of each section. All responses will be evaluated as to how the proposed program aligns with the goals of this RFA and whether each required response to the evaluation factors has been adequately addressed.

Application Format

The Applicant must use size 12 Times New Roman font. An original Application must be printed double-spaced on single-sided 8½ x 11 inch plain white paper with 1" margins and no Page Scaling. Do not submit booklets, pamphlets, or other bulky items. Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs. Fasten the proposal with binder clips only.

An application cannot exceed **25 (twenty-five) pages**, excluding executive summary, table of contents, signed certifications, budget forms, MOUs, logic models, resumes, job descriptions or other required attachments outlined in the sections below. An **additional 5 (five) pages** is allowed if an application responds to any or all of the items in Part IV of this RFA.

The actual application itself should be organized and labeled using the following

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informational sequence:

Part I – Program Overview and Strategy

Total points: 70

A. Connection to the Self-Sufficiency Goals and Life Continuum Categories

Applicants must use Section 0615 – Connection to Self-Sufficiency Goals and Life Continuum Categories to identify the primary self-sufficiency goal and Life Continuum category the application addresses.

1. Provide information on how the application meets the primary self-sufficiency goal and Life Continuum category.
 - a. If additional self-sufficiency goals and Life Continuum categories are addressed, Applicants must use Section 0615 – Connection to Self-Sufficiency Goals and Life Continuum Categories to identify the secondary self-sufficiency goal(s) and Life Continuum category/categories the application addresses. Applicant must also provide information on how the application meets the additional self-sufficiency goal(s) and/or Life Continuum category/categories in Part IV – Bonus Evaluation Points, Section A – Connection to Additional Self-Sufficiency Goal(s) and Life Continuum Category(ies).

For a detailed description of the Self-Sufficiency Goals and Life Continuum Categories, see Section 0500 – Scope of Work: Section 1 – Introduction, 1.1 & 1.2.

B. Target Population(s) for the Goal(s)

1. Describe the target population(s) that will be served and if this population is similar to or different from your current service population.
 - a. If the target population(s) is similar to your current service population, please provide a description of your experience and success working with this population.
 - b. If the target population(s) is different from your current service population, describe the modifications and new strategies you will implement to serve the new target population(s).
2. Provide data and data source(s) to demonstrate the need of the target population(s) for the strategy/strategies being proposed. Data should include but are not limited to:
 - a. Target population demographic/Census data
 - b. Quantified target population unmet need(s)
 - c. Applicant's trends in target population unmet need(s)
 - d. Waiting list information (if applicable)
 - e. Data from community databases, such as Homeless Management Information System, showing target population unmet need(s) (if applicable)

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3. Describe the strategy/strategies that will be implemented to serve clients with a criminal history.
4. Describe how the Client Eligibility Requirements (Section 0620) will be documented for the target population(s) identified in the application.
 - a. If alternate eligibility criteria are being proposed, define the alternate eligibility criteria and provide justification about why the alternate eligibility criteria are appropriate for the proposed strategy/strategies. Also describe how the alternate eligibility criteria will be documented for the target population(s) identified in the application.
5. Describe how the agency will ensure all four of the following National Culturally and Linguistically Appropriate Services (CLAS) Standards in Health and Health Care (<http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>) are in place to ensure cultural and language differences are not a barrier to services.
 - a. Educate and train governance, leadership, and workforce in culturally and linguistically appropriate policies and practices on an ongoing basis.
 - b. Offer language assistance to individuals who have limited English proficiency and/or other communication needs, at no cost to them, to facilitate timely access to all health care and services.
 - c. Inform all individuals of the availability of language assistance services clearly and in their preferred language, verbally and in writing.
 - d. Ensure the competence of individuals providing language assistance, recognizing that the use of untrained individuals and/or minors as interpreters should be avoided.

Agencies are encouraged to implement all 15 CLAS Standards listed on the website identified above.

C. Program Strategy to Accomplish the Goals

1. Describe the program strategy/strategies.
2. Describe how the proposed strategy/strategies reflect evidence-based, research-based, or promising practices. Explain the rationale behind the program design. Include which level of evidence the program model falls in, according to the Section 0635 - Defining Evidence Guideline, and how this design meets the specific needs of the target population(s) identified in the application.
 - a. If the program falls in the category of evidence-based or research-based, provide a description of evidence used, including source(s), and method for ensuring program model fidelity. Provide a logic model for innovative approaches.
 - b. If the program falls into the category of “promising practice,” include (a) a logic model as an attachment to the application and (b) a brief plan for evaluation.
3. Describe how the program strategy/strategies align with one or more of the goals outlined in Section 0500 – Scope of Work: Section 3 – Principal Objective and Goals.

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4. Describe how the program strategy/strategies correspond to the Imagine Austin Comprehensive Plan vision statement and one or more of its core mission statements (Section 0500 – Scope of Work: Section 4 – Connection to Imagine Austin).
5. Describe any barriers and challenges the target population(s) may encounter accessing services and how these barriers and challenges will be mitigated.
6. If the proposed strategy/strategies reach individuals in multiple Life Continuum categories and/or are collaborative/cooperative with other service providers, describe how the proposed strategies will be implemented to successfully reach individuals in multiple Life Continuum categories and/or how the proposed collaborative/cooperative will successfully work together to maximize service delivery to the target populations.
7. Describe any barriers and challenges you may encounter implementing the proposed strategy/strategies and how you will overcome them.
8. Describe any subcontractor partnerships funded under this application and informal relationships with service providers not funded under this application. Describe how they are necessary and/or appropriate for the strategy/strategies proposed.
9. Describe the project activities.
10. *For Applicants proposing homelessness prevention and/or homeless intervention services:* Applicants will be required to adhere with the City of Austin Health and Human Services Department Homeless Housing Habitability Standards. Describe how your organization will comply with the requirements outlined in Section 0625 – Homeless Housing Habitability Standards.

D. Performance Measures – Impact on the Goals

Applicants must use Section 0640 – Program Performance Measures and Goals to indicate their specific Output and Outcome Measures.

1. Describe how the Applicant will calculate the required and any other proposed outputs and outcomes.

Output Measures

All applications must include the following high-level outputs:

1. Number of unduplicated clients served per 12-month contract period
2. Number of unduplicated clients served during the initial 36-month contract period

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Additional outputs may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

Outcome Measures

All applications must include one or more of the following high-level outcomes designed to demonstrate progress toward self-sufficiency through the Life Continuum:

1. Percent of households that maintain housing or transition into housing
2. Percent of individuals who maintain or increase income
3. Percent of individuals who make progress toward treatment plan goals
4. Percent of children and youth who progress to the next developmental or academic level
5. Percent of individuals who demonstrate improved life skills and/or knowledge

Additional outcomes may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

E. Service Coordination

1. Describe how the Applicant coordinates their services with services being provided by other agencies relevant to the proposed strategy/strategies in order to minimize duplication and maximize client access to services.
2. Describe how the Applicant coordinates with other agencies (i.e. to refer and receive clients, to provide comprehensive services, etc.). If you are not currently coordinating with other agencies, what is your plan for establishing coordination?
3. If applicable, attach any program Memoranda of Understanding (MOU) and explain how this arrangement improves service delivery to clients.
4. Describe how clients will be connected to mainstream resources/public benefits (Supplemental Nutrition Assistance Program, Temporary Assistance for Needy Families, Medical Assistance Program, etc.) and/or other City-funded services in order to maximize self-sufficiency.
5. Describe any additional services, not included in this application, which will be provided to the target population and how they will access those services initially and over time.
6. *For Applicants proposing homelessness prevention and/or homeless intervention services:* Describe how your organization has participated in planning for the Coordinated Assessment initiative (<http://austinecho.org/the-solution/coordinated-assessment/> and https://www.onecpd.info/resources/documents/Coordinated%20Assessment_3.20.12.pdf) and how your organization will coordinate and collaborate with this community initiative

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throughout the funding period.

F. Community Planning Activities

1. Describe Applicant's involvement in community planning activities that are specific to the services proposed in this application.
2. Describe Applicant's involvement in any other relevant community planning activities.

G. Overall Evaluation Factors Regarding Applicant

1. Describe the Applicant's experience within the last five (5) years managing relevant local, state, and/or federal contracts and include the contact information of the funder for the contract(s) identified, e.g., Funder Contract Manager's name, title, and phone number.
 - a. The Applicant must describe any relevant City of Austin Health and Human Services Department funding received within the last five (5) years.

Attach all monitoring reports received within the previous 24 months of administering the relevant City of Austin Health and Human Services Department, other local, state, and/or federal contracts.

2. Describe experience within the last five (5) years working with the target populations proposed in this Application.
3. Describe experience within the last five (5) years providing services identical and/or similar to those proposed in this application.

H. Data Management and Program Evaluation

1. Describe past successes and challenges with data management and reporting, including past experience utilizing an electronic data system.
2. Describe how data are used for identifying problems in strategies, service delivery and expenditures, steps to determine corrective actions, and how the Applicant will ensure corrective actions will be effective.
3. If applicable, describe the process used to collect data from collaborations/cooperatives in a timely manner.
4. *For Applicants proposing homelessness prevention and/or homeless intervention services:*

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Applicant will be required to utilize the Local Homeless Management Information System (HMIS) to track and report client information for individuals who are at risk of homelessness or who are homeless. Please explain how your organization will comply with the requirements outlined in Section 0630 – Homeless Management Information System (HMIS) Reporting Requirements.

I. Staffing Plan

1. Describe the overall staffing plan to accomplish activities including project leadership and reporting responsibilities. Provide justification which indicates the staffing plan is appropriate for the proposed strategy/strategies.
2. Using Section 0645 – Program Staff Positions and Time, list the project staff by title and the percentage of each position's time to be spent on the program.
3. Attach resumes or position descriptions for key staff to perform the described services and/or activities.

Part II – Cost Effectiveness

Total points: 20

Applicants are required to submit a budget of at least \$50,000 per 12-month period (a minimum of \$150,000 for the initial 36-month period) and provide the following information to describe the budget necessary to accomplish the proposed strategy/strategies.

The application will be evaluated on how well it addresses **all** of the following:

A. Budget

1. A summary description of the budget justification for the program strategy/strategies is required.
 - a. Applicants must use Section 0650 – Program Budget and Narrative to provide the required budget information. All expenses should be identifiable, reasonable, and necessary.
 - b. All subcontractors in this application who will receive City funds must be included in the program budget and the Applicant shall provide separate details for each subcontractor in the Program Subcontractors form located in Section 0650 – Program Budget and Narrative, page 3.
2. Describe the Applicant's fundraising and administrative percentage, calculated from its most recent Form 990. To do so, add the amount in Part IX (Statement of Functional

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Expenses), Line 25, Column C (Management and General Expenses) to the amount in Line 25, Column D (Fundraising Expenses), and divide the sum by Part VIII (Statement of Revenue), Line 12, Column A (Total Revenue), and multiply the result by 100. No other methods may be used to calculate this percentage.

For organizations that filed the short form (IRS Form 990EZ), utilize the long form (IRS Form 990) at <http://www.irs.gov/pub/irs-pdf/f990.pdf> (and instructions <http://www.irs.gov/pub/irs-pdf/i990.pdf>) to determine your fundraising and administrative percentage calculation. Your organization is not required to complete and resubmit the entire long form to the IRS, but must determine the calculation from the long form (IRS Form 990) parts identified above.

B. Cost per Client

1. Describe the average cost per City client served. In the description, detail the calculation used to derive the average cost.
2. If applicable, describe the average cost per client served from all funding sources. In the description, detail the calculation used to derive the average cost.
3. Describe the average cost per client achieving each of the performance measures proposed. In the description, detail the calculation used to derive the average cost.
4. Provide justification which indicates the proposed cost is appropriate for the proposed strategy/strategies.
5. Describe the return on investment/social impact the proposed strategy/strategies will make.

C. Program Funding Summary

1. Using Section 0655 – Program Funding Summary, provide an overview of all funding sources the Applicant will use for the proposed project.

Part III – Local Business Presence

Total points: 10

Local Business Presence: The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the

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important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors.

1. Using Section 0605 – Local Business Presence Identification Form provide the information requested regarding the Applicant and Subcontractor(s), if applicable.

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

Part IV – Bonus Evaluation Points

Total points: 25

A. Collaborations/Connection to Additional Self-Sufficiency Goal(s) & Life Continuum Category(ies)

Maximum 10 points

A maximum of 10 points will be awarded for Applicants who successfully propose a collaborative, as defined in this solicitation, and/or meets additional self-sufficiency goal(s) and/or Life Continuum category/categories. Applicants will be awarded up to the point values indicated below:

- **Collaboration:**
 - A maximum of 5 points will be awarded for Applicants who successfully demonstrate how the proposed collaborative will work together to maximize service delivery to the target populations **or**
 - A maximum of 10 points will be awarded for Applicants who successfully demonstrate how the proposed collaborative will work together to maximize service delivery to the target populations **and** successfully demonstrate how the application

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meets additional Self-Sufficiency Goal(s) **and/or** Life Continuum category/categories.

OR

- **Connection to Additional Self-Sufficiency Goal(s) & Life Continuum Category(ies):**
 - A maximum of 5 points will be awarded for Applicants who successfully demonstrate how the application meets additional Self-Sufficiency Goal(s) **or**
 - A maximum of 10 points will be awarded for Applicants who successfully demonstrate how the application meets additional Self-Sufficiency Goal(s) **and** Life Continuum category/categories.

Applicants must use Section 0615 – Connection to Self-Sufficiency Goals and Life Continuum Categories to indicate the secondary self-sufficiency goal(s) and Life Continuum category/categories their application addresses.

1. If applicable, describe how the proposed collaborative will successfully work together to maximize service delivery to the target population(s).
2. If applicable, provide information on how the application meets the additional self-sufficiency goal(s) and/or Life Continuum category/categories.

For a detailed description of the Self-Sufficiency Goals and Life Continuum Categories, see Section 0500: Section 1 – Introduction, 1.1 & 1.2.

B. Leveraging

5 points

For purposes of this solicitation, “leveraging” is specifically defined as follows.

- Leveraged funding is a situation where City funding for the proposed program is required by a third-party funder in order to retain the existing third-party program funding and/or obtain new third-party funding. Applicant must either:
 - currently receive third party funding that will no longer be received by the Applicant if it does not receive City funding for the program, or
 - Applicant has received a notice of funding award from a third-party funder that is contingent upon receiving City funding for the proposed program.In other words, leveraged funding is current and/or committed third-party funding that will be rescinded, reduced, or withdrawn if the Applicant does not receive an award for the proposed program through this City solicitation.
- Leveraged funding must be direct funding for the program proposed by the Applicant and not funding for Applicant’s other programs or solely for Applicant’s general operations.

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The following types of funding/donations ARE NOT considered “leveraging” under this solicitation and may not be included for consideration:

- Funding from non-City sources that does not specifically require City funding to be awarded to the Applicant for the proposed program.
- Funding and funding opportunities that are anticipated but for which the Applicant has not received a notice of funding/award.
- Any type of in-kind, non-cash revenue such as time, expertise, or commodities.
- Anticipated “Return on Investment” benefits for the Applicant or for the community as a whole.

For each leverage opportunity, provide the following information:

1. Identify the third party which requires that the Applicant receive City funding for the program in order to be awarded the third-party funds.
2. Provide the name of the grant, award, or program under which the third-party funds are/will be awarded to the Applicant, the term of the third-party funding, and the amount of third-party funding contingent upon receiving City funding under this solicitation.
3. Specify the date(s) during which the third party requires that the Applicant to receive City funding in order to be awarded the third-party funds.
4. Describe the quantified impact on the proposed program if the Applicant does not receive City funding under this solicitation.
5. Provide contract or other documentation that confirms the requirement of City funding in order to receive the third-party funding as an attachment to the application.

C. Healthy Service Environment

Maximum 10 points

A maximum of 10 points will be awarded for Applicants who create a healthy service environment for their clients, visitors, and staff. Applicants will be awarded the point values indicated below for having implemented or agreeing to implement prior to 10/01/15 any or all of the four (4) Healthy Service Environment policies with a maximum award of 10 points for all four (4) policies described below.

- **Tobacco-free Campus (3 points)** - Applicant has established and is enforcing a tobacco-free worksite policy and has developed initiatives and programming that promotes tobacco-free living. A tobacco-free campus policy states:

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- Use of tobacco products of any kind are not permitted on any property owned, leased, or rented by the organization (indoors and outdoors). This also includes parking areas and company cars. The policy applies to all employees, subcontractors, temporary workers and visitors.
 - **Mother-Friendly Workplace (3 points)** - Applicant actively promotes and supports breastfeeding by employees and maintains a written worksite lactation support policy that is regularly communicated to employees. The policy includes:
 - employer provides work schedule flexibility, including scheduling breaks and work patterns to provide time for expression of milk;
 - the provision of accessible locations allowing privacy;
 - access nearby to a clean, safe water source and a sink for washing hands and rinsing out any needed breast-pumping equipment; and
 - access to hygienic storage alternatives in the workplace for the mother's breast milk (may include the allowance of personal coolers onsite).
 - **Employee Wellness Initiative (3 points)** - The Applicant has a comprehensive Employee Wellness Initiative in place that promotes nutrition, physical activity, tobacco-free living, and the mental health of employees. The initiative encompasses healthy changes to the physical worksite environment as well as formal, written health promotion policies, programs or benefits impacting all employees. The initiative is promoted through educational and issue awareness efforts by the Applicant, signage and a supportive company culture, championed by leadership.
 - **Violence Prevention Policy (1 point)** - The Applicant is committed to providing a safe environment for working and conducting business. The Applicant will not tolerate or ignore behaviors that are threatening or violent in nature. The Applicant has a procedure to provide guidance for identifying and reporting threats and workplace violence.
1. If applicable, describe how the Applicant has implemented one or more of the Healthy Service Environment policies outlined above. Include the approved and signed policy/policies as an attachment to the application.
 2. If applicable, describe how the Applicant plans to implement one or more of the Healthy Service Environment policies outlined above. Include the key personnel, by position name only, responsible for ensuring implementation. Also, describe any technical assistance which will be provided to assist the Applicant to implement the selected policy/policies.

Technical assistance is available from the City of Austin Health and Human Services Department Chronic Disease Prevention and Control Program to assist Applicants in planning and implementing a Tobacco-free Campus policy, Mother-Friendly Workplace policy and Employee Wellness Initiative. They can be contacted at 512-972-6760.

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Additional Information:

Proposal Acceptance Period: All applications shall be valid until award, negotiation, and execution of contracts as directed by Austin City Council.

Proprietary Information: All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

Authorized Negotiator: Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

Exceptions: Please be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.

Application Preparation Costs: All costs directly or indirectly related to preparation of a response to the RFA or any oral presentation required to supplement and/or clarify an application which may be required by the City shall be the sole responsibility of the Applicant.

Section 0605: Local Business Presence Identification

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBEWBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.

***USE ADDITIONAL PAGES AS NECESSARY* OFFEROR:**

Name of Local Firm	Communities In Schools of Central Texas					
Physical Address	3000 South IH-35, Suite #200, Austin, TX 78704					
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

Section 0605: Local Business Presence Identification Continued**Communities In Schools of Central Texas Branch Offices Located In Travis County**

School Name	Address	City	State	Zip
Allison Elementary School	515 Vargas Rd.	Austin	TX	78741
Andrews Elementary School	6801 Northeast Dr.	Austin	TX	78723
Ann Richards School for Young Women Leaders	2206 Prather Ln.	Austin	TX	78704
Becker Elementary School	906 West Milton St.	Austin	TX	78704
Bedichek Middle School	6800 Bill Hughes Rd.	Austin	TX	78745
Blackshear Elementary School	1712 E. 11th St.	Austin	TX	78702
Burnet Middle School	8401 Hathaway Dr.	Austin	TX	78757
Crockett High School	5106 Manchaca Rd.	Austin	TX	78745
Dailey Middle School	14000 Westall St.	Austin	TX	78724
Dawson Elementary School	3001 S. First St.	Austin	TX	78704
Decker Elementary School	8500 Farm to Market Rd. 3177	Austin	TX	78724
Decker Middle School	8104 Decker Ln.	Manor	TX	78724
Del Valle High School	5201 Ross Rd.	Del Valle	TX	78617
Dobie Middle School	1200 E. Rundberg Ln.	Austin	TX	78753
Eastside Memorial High School at the Johnston Campus	1012 Arthur Stiles Rd.	Austin	TX	78721
Fulmore Middle School	201 E Mary St.	Austin	TX	78704
Garza Independence High School	1600 Chicon St.	Austin	TX	78702
Gus Garcia Middle School	7414 Johnny Morris Rd.	Austin	TX	78724
Harris Elementary School	1711 Wheelless Ln.	Austin	TX	78723
IDEA Allan	4900 Gonzales St.	Austin	TX	78702
Kealing Middle School	1607 Pennsylvania Ave.	Austin	TX	78702
Lamar Middle School	6201 Wynona Ave.	Austin	TX	78757
Langford Elementary School	2206 Blue Meadow Dr.	Austin	TX	78744
Lanier High School	1201 Peyton Gin Rd.	Austin	TX	78758
LBJ High School	7309 Lazy Creek Dr.	Austin	TX	78724
Linder Elementary School	2800 Metcalfe Rd.	Austin	TX	78741
Manor High School	12700 Gregg Manor Rd.	Manor	TX	78653
Manor Middle School	12900 Gregg Manor Rd.	Manor	TX	78653
Martin Middle School	1601 Haskell St.	Austin	TX	78702
Mendez Middle School	5106 Village Square	Austin	TX	78744
Norman Elementary School	4001 Tannehill Ln.	Austin	TX	78721
Oak Meadows Elementary School	5600 Decker Ln.	Austin	TX	78724
Oak Springs Elementary School	3601 Webberville Rd.	Austin	TX	78702
Paredes Middle School	10100 S. Mary Moore Searight Dr.	Austin	TX	78748
Pearce Middle School	6401 N. Hampton Dr.	Austin	TX	78723
Pecan Springs Elementary School	3100 Rogge Ln.	Austin	TX	78723
Perez Elementary School	7500 S. Pleasant Valley Rd.	Austin	TX	78744
Reagan High School	7104 Berkman Dr.	Austin	TX	78752
Rodriguez Elementary School	4400 Franklin Park Dr.	Austin	TX	78744
Sims Elementary School	1203 Springdale Rd.	Austin	TX	78721
Travis High School	1211 E. Oltorf St.	Austin	TX	78704
Volma Overton Elementary School	7201 Colony Loop Dr.	Austin	TX	78724
Webb Middle School	601 E. St. John's Ave.	Austin	TX	78752
Wooldridge Elementary School	1412 Norseman Terrace	Austin	TX	78758
Wooten Elementary School	1406 Dale Dr.	Austin	TX	78757
Zavala Elementary School	310 Robert Martinez Jr. St.	Austin	TX	78702
ASPIRE Family Literacy Program	1211 E. Oltorf St.	Austin	TX	78704
SmartKids Program at Bouldin Oaks Apartments	1203 Cumberland Rd.	Austin	TX	78704
SmartKids Program at Santa Rita Courts	2341 Corta St.	Austin	TX	78702
SmartKids Program at Meadowbrook Apartments	1201 West Live Oak St.	Austin	TX	78704
SmartKids Program at Booker T. Washington Terraces	905 Bedford St.	Austin	TX	78702

Executive Summary

Communities In Schools of Central Texas' mission is to surround students with a community of support, empowering them to stay in school and achieve in life. Self-sufficiency is promoted through the provision of case management of youth with the highest needs and violence prevention strategies taught to young children. Services are delivered full time and year round on dozens of schools in communities of concentrated poverty in Austin/Travis County. Using an evidence-based national model, Communities In Schools (CIS) serves individual students who are in crisis or identified by parents, teachers or others who see that unmet needs are interfering with a child's ability to function in the home, community or classroom. Each campus is served by a social service professional who works with a team that may include AmeriCorps, volunteers, interns and/or other providers. Campuses are aligned by feeder pattern so that children and families may be followed seamlessly over time, as needed, from early childhood at our ASPIRE program, through elementary, middle and high school. CIS provides a continuum of services that produce excellent outcomes: in 2013, 99% of case managed students completed the school year, over 94% were promoted or graduated, and over 87% improved their behavior, attendance and/or grades.

CIS's model promotes self-sufficiency for youth by addressing, first, student crises, basic needs and other **safety net** issues. The CIS model supports student **transition out of poverty** because education is the single best tool we have to ensure that our youth are able to earn a living and have better health outcomes – but many students need additional supports to learn at their potential. CIS **prevents problems** by giving students the skills they need to be safe from bullying and abuse and helping thousands of students to maintain mental health. Our campus teams provide **universal support services** as we focus on the effects of poverty but also promote

student educational achievement. The CIS office is a positive place for students to get their immediate needs met, but also have arts and youth development **enrichment** opportunities.

CIS's target population for the strategies proposed is school-aged children attending school in high-poverty communities. The vast majority of children CIS case manages are eligible for free or reduced-price lunch (below FPL) and have a presenting need such as crisis or trauma, exhibit signs of mental illness or poor general health, or are struggling with addiction, gangs, or pregnancy -- issues that are beyond what the school can address. CIS's Pebble Project identifies students who are being bullied or abused and refers them immediately for intensive counseling with CIS or another provider. **For the proposed Safety Net program strategy**, CIS will provide crisis intervention and basic needs assistance in the short term (4,250 students), case management with an individually-tailored plan for youth whose needs warrant on-going services (5,105 students) and violence prevention presentations (over 7,000 youth and adults). While our long-term goal is that students graduate from high school so that they can achieve in life, the first priority is to be a safety net in Austin's most impoverished neighborhoods.

Communities In Schools is requesting \$697,390 per year to provide services in public schools which promote self-sufficiency through targeted supports. This represents 11.7% of the cost of providing the services described. CIS leverages the remaining 88.3% through federal, state, ISD, foundation and other private funding. Austin ISD is unique among districts in Texas: state budget caps prevent their raising revenue, and \$140 million in local revenues to the state each year and yet, their students' social service needs continue to grow rapidly. For this reason, CIS seeks significant funding from the City of Austin.

Communities In Schools will comply with all applicable rules and regulations of Federal, State and Local governing entities and all terms of this RFA.

Part I – Program Overview and Strategy**Total points: 70****A. Connection to the Self-Sufficiency Goals and Life Continuum Categories****1. How application meets primary self-sufficiency goal & Life Continuum category.**

The Communities In Schools proven dropout prevention model is based on the notion that underlying social service needs, not academic deficits alone, are the primary factors prohibiting students from completing high school. For nearly three decades, schools have turned to Communities In Schools of Central Texas (CIS) to help address the vast needs of their students. While CIS' ultimate goal is that students graduate from high school, the immediate priority is to be a safety net in Central Texas' most impoverished neighborhoods. As the primary goal of this proposal, CIS proposes to address the Self-Sufficiency Goal of "Safety Net Infrastructure" by providing 1) comprehensive mental health and case management services, and 2) child abuse prevention education. By serving on the "front line" where youth and families facing tremendous barriers are first identified, CIS will provide critical safety net support to over 15,000 students to keep them from falling through the cracks and dropping out of school.

CIS works in partnership with schools by placing full-time social work professionals on campuses to provide a broad range of mental health and case management services to students and families in need including crisis intervention, basic needs support and individual counseling. By having a full-time presence on 50 public school campuses in impoverished communities throughout Austin and Travis County as well as working on four of the largest public housing sites, CIS is uniquely positioned to identify students and families who are struggling and intervene before their issues escalate into more serious problems.

Through school-based workshops and community education, CIS' child abuse prevention program, the Pebble Project, explores bullying, stranger danger, and unwanted touch from adults. The Pebble Project teaches children how to identify potentially dangerous situations, resist

becoming victims of violence, and report concerns to trusted adults. The program also identifies students who are currently experiencing abuse, bullying, or harassment and refers them immediately for appropriate intervention and intensive counseling with CIS or other providers before these problems continue and more harm is done.

CIS identifies “Youth” as the primary Life Continuum Category to address with this proposal. Research by the Dropout Prevention Center and three decades of experience in the field have shown CIS that dropping out of school is not a one-time event that occurs at the high school level; rather, it is a process of school disengagement that can begin as early as preschool, particularly for students from vulnerable families.

B. Target Population(s) for the Goal(s)

- 1. Describe the target population(s) to be served and if this population is similar to or different from your current service population.**

The Texas Education Agency (TEA) has identified more than 100,000 students in Central Texas to be “at-risk” for school dropout because they have repeated one or more grades, failed a standardized test, have limited English proficiency, are homeless or in foster care, are pregnant or parenting, or have been set back academically by other challenges. Although all students are eligible to receive CIS services, efforts are focused on students from pre-k to 12th grade who are considered the most at risk for school dropout. CIS currently serves and proposes to continue serving the communities below. Through the Pebble Project, CIS schools and other high needs campuses with similar risk factors will receive critical abuse prevention / intervention services.

Area	School
North Central Austin 78752, 78757, 78758	Barrington ES- Proposed , Wooten ES, Wooldridge ES, Webb MS, Burnet MS, Lamar MS, Lanier HS, Reagan HS
Northeast Austin (incl. St.	Jordan ES- Proposed , Hart ES- Proposed , Andrews ES,

Johns): 78723, 78724, 78753	Harris ES, Pecan Springs ES, Overton ES, Gus Garcia MS, Dobie MS, Pearce MS, LBJ HS
Central East Austin (incl. Govalle): 78702, 78721	Blackshear ES, Oak Springs ES, Zavala ES, Norman ES, Sims ES, Martin MS, Kealing MS, Eastside Memorial HS, Garza Independence HS
Southeast Austin (incl. Dove Springs): 78741, 78744, 78748	Widen ES- Proposed , Allison ES, IDEA Allan Academy, IDEA Allan College Prep, Linder ES, Perez ES, Langford ES, Rodriguez ES, Paredes MS, Mendez MS
South Central Austin: 78704, 78745	Becker ES, Dawson ES, Bedichek MS, Fulmore MS, Ann Richards MS / HS, Crockett HS, Travis HS
Eastern Travis County/Manor: 78724, 78653	Decker ES, Oak Meadows ES, Decker MS, Manor MS, Manor HS
Southeastern Travis County/ Del Valle: 78724, 78617	Dailey MS, Del Valle HS

2. Provide data and data source(s) to demonstrate the need of the target population(s) for the strategy/strategies being proposed.

In their seminal research on risk factors for school dropout, Balfanz and Letgers (2004) found poverty to be “one of the strongest, if not the strongest, predictor of a school’s dropout rate.” CIS intentionally serves communities with significant economic need and targets schools that have high percentages of economically disadvantaged students and the associated struggles that come with poverty. These communities also have the highest concentrations of minority students in Central Texas. Austin Police Department and Travis County data confirm that the areas of Austin and Travis County that CIS proposes to serve

(e.g., Rundburg area, Northeast Austin, Govalle, Dove Springs, Del Valle) have the highest crime rates, the highest rates of family/date assaults with injury, and the highest rates of student mobility. A recent Community Advancement Network dashboard report describes the significant disproportionality of minority students and adults' involvement in our local criminal justice systems. Students who are engaging in or witness criminal activity, witness abuse, or are chronically unstable are particularly at-risk of dropping out of school.

CIS' experience in the field underscores the needs of the population to be targeted in this proposal. Of the 4,129 students CIS intensively case managed in AISD during the 2012-2013 school year: 93.7% received free or reduced price lunch; 28.4% were Limited English Proficient; 10% were in special education; 8.2% were involved in the Juvenile Justice System or Discipline Alternative Education Placement; 6.1% had an incarcerated parent; and, 9.3% of the high school students served were pregnant or parenting.

Demand for CIS services is at an all-time high. In 2013, CIS staff reported a steady increase in requests for services, saw caseloads fill earlier in the school year than ever before, and saw the intensity of need and the severity of individual cases increase significantly. School district personnel and CIS staff are witnessing a marked increase in the number of children and youth who are actively suicidal, reporting suicidal ideation, or experiencing other acute mental health issues. Austin has the highest suicide rate of any urban area in the state and children are reporting suicidal ideation at an increasingly and alarmingly younger age, even in elementary school.

Young people who graduate from high school earn on average \$270,000 more in their lifetimes than high school dropouts and, today, 85% of Austin's unemployed never graduated from high school. High school dropouts access more public services, have poor health outcomes, and are more likely to commit crimes and be incarcerated. CIS serves students who are both at-

risk of dropping out of school and low income.

3. Describe the strategy/strategies that will be implemented to serve clients with a criminal history.

Criminal history is not a barrier to receiving CIS services and staff have demonstrated the ability to effectively work with students who have a criminal history. In 2012-2013, 8.2% of the students served by CIS in AISD were involved in the juvenile justice system or had been removed from their home school to an alternative campus due to disciplinary offenses. Area judges, probation officers, and other juvenile justice personnel have recognized that CIS staff are highly qualified and uniquely positioned to support this vulnerable population and frequently make referrals to CIS for services and for consultation. CIS staff support students as they transition back from AISD's Alternative Learning Center and, while many of the children who are sent there do not have a "criminal" record, they are there for mandatory removals due to serious infractions on campus. Additionally, CIS actively supports the on-campus Learning Support Centers for students removed from the classroom due to less serious infractions.

4. Describe how the Client Eligibility Requirements (section 0620) will be documented for the target population(s) identified in the application.

CIS targets schools for case management services and child abuse prevention education in Travis County that are within the Austin Independent School District (AISD), Manor Independent School District (MISD), and Del Valle Independent School District (DVISD) that have a high percentage of students participating in the federal free and reduced lunch program (i.e., low socio-economic status). To attend school within AISD, MISD or DVISD, students must reside within the City of Austin and/or Travis County, and student residence information is verified and maintained by district officials and documented in the CIS client file. As all students on a designated campus are eligible to be served with CIS case management and Pebble Project

services, CIS does not collect specific family income for students. Previous city contracts with CIS have been approved to use the federal free and reduced lunch programs as proof of income eligibility. To participate in this program, families must fall below 130% of FPIG for free lunch and 185% of FPIG for reduced lunch. This determination is documented and maintained by district officials and is also included in the CIS client file. Of the AISD students served in 2012-13 by CIS, 93.7% received free or reduced price lunch. Many more students meet eligibility requirements but opt to not participate in the program due to negative stigma or other factors.

5. Describe how the agency will ensure all four of the following National Culturally and Linguistically Appropriate Services Standards in Health & Health Care are in place to ensure cultural and language differences are not a barrier to services.

CIS has a strong commitment to providing respectful services that are culturally and linguistically appropriate. Our board regularly receives training and background information on the populations that we serve. CIS recruits a board that is culturally and linguistically diverse. Members include UT's Vice President of Diversity and Community Engagement (Dr. Gregory Vincent) and the Dean of UT's School of Social Work (Dr. Luis Zayas), both of whom may examine our systems to ensure excellence in this area.

CIS's core competencies require client-focused, culturally competent services provided with integrity, thus every staff member's annual individual development plan includes cultural competence training. Each year, CIS leadership and program staff receive training on accessing resources for specific racial, ethnic and language groups. CIS is committed to attract and retain a diverse and talented staff and to ensure that cultural and language differences are not a barrier to services. The CIS Annual Operations Plan reflects this commitment by setting goals and focusing efforts and resources on enhancing recruitment practices, increasing opportunity for staff to develop and utilize Spanish language skills, providing agency-wide cultural competence

training, and clinical training specific to diverse populations. Further, staff members who score well on a Spanish fluency assessment are paid an annual bilingual stipend. CIS ensures that each CIS office is welcoming to all students and that an appreciation of diverse populations is readily apparent through posters, decorations, music, and other signs. All printed CIS materials are translated into Spanish, all voicemail greetings are in English and Spanish, and CIS staff includes information about available translation and language assistance in all communication to clients and families. Over half of all CIS offices (58.3% - up from 36% in 2008) have at least one Spanish-speaking professional which removes the language barrier for many students and their families. If a language is needed that our staff does not speak, CIS staff utilizes available district and community translation resources to ensure that all clients and families can fully benefit from interventions. Finally, our grievance procedure is posted in English and Spanish in all offices.

C. Program Strategy to Accomplish the Goals

1. Describe the program strategy/strategies.

The CIS model is based on a simple theory of change: by having professional staff working full-time on high need school campuses who can identify problems early and directly address the non-academic barriers students and families face (e.g., hunger, unmet mental health needs, abuse), at-risk students stay engaged in learning, progress successfully through school, graduate, and become self-sufficient adults. An education leads directly to a student's transition out of poverty and benefits not only the student, but his family and the greater community.

Ask any teacher working on a high-need campus what the greatest challenge is to students' learning, and she will undoubtedly list a multitude of non-academic factors that negatively impact academic achievement. Abuse, hunger, high mobility, substance use, chronic trauma – conditions common in impoverished communities – all lead directly to behaviors that make learning difficult: fighting, social withdrawal, emotional deregulation, bullying, truancy,

disengagement, poor social skills. While the burden of managing these behaviors falls to the schools, most are not equipped to adequately address the underlying mental health and social service issues of their students.

By addressing the underlying issues that lead to detrimental behaviors, CIS is positioned to significantly impact several individual and community factors. Behavioral needs, which include mental health and emotional needs, represent the leading reasons for referring students to CIS services. In fact, the majority (76.7%) of students served by CIS are targeted for behavioral health issues. Similarly, by intervening early, CIS staff can proactively address social service needs as they are identified before they escalate into more significant or chronic issues. Through the provision of school-based counseling and case management, clients will reduce a variety of negative behaviors (e.g., fewer fights with peers, less conflict with teachers or campus administration, reduced truancy, less delinquency in the community, fewer behaviors related to unmet mental health needs, reduced school drop-out) and increase many positive behaviors (e.g., improved communication skills, increased ability to respond appropriately to conflict, improved attendance, improved academic performance, increased grade promotion). These outcomes are measured through objective data sources such as discipline referrals, school attendance records, report cards, and teacher feedback. The proposed strategy will also lead to a reduction in the need for clients to access other, more costly, community resources, as well as less crime and delinquency in surrounding communities.

The CIS Pebble Project prevents child abuse and neglect through presentations that effectively teach children concrete skills and strategies that lead to increased ability to identify abusive behaviors, improved ability to respond appropriately if witnessing or experiencing abuse, and increased confidence in promoting safety for youth in the community. The Pebble

Project also identifies youth experiencing abuse and the subsequent swift intervention leads to a reduction of sexual and physical abuse in the community. By serving entire grade levels and returning year after year to many of the schools, Pebble Project has the effect of inoculating the community against child abuse.

2. Describe how the proposed strategy/strategies reflect evidence-based, research-based, or promising practices.

The CIS case management model has been extensively evaluated at the local, state, and national level and has consistently shown impressive impact. In July 2005, the CIS National Office embarked on a five-year, rigorous evaluation which included a randomized controlled trial. The Communities In Schools of Central Texas affiliate was selected as one of the study sites for this ground-breaking multi-year study. A key finding indicated that students who received CIS case management services significantly outperformed control group students and that CIS services was the causal factor that improved their performance. Students in CIS attended school 4.83% more than control group students (receiving nearly two additional weeks of instruction), and on average, CIS participants' GPAs were nearly half a grade higher than their peers. CIS participants also passed an average of one more class relative to the control group students. Researchers found that CIS has the strongest effects on the most at-risk students (less than 90% attendance, less than 2.0 GPA). This evaluation puts CIS nationally in the "evidence-based" category of researched programs and confirms that our model and the safety net our staff provides effectively moves youth from crisis to stabilization to success in adulthood.

The Pebble Project evaluates program effectiveness each year by having school counselors administer pre- and post-surveys to students to measure the students' gain in knowledge and skills. The post-surveys are administered at least two weeks after the presentation to ensure that students are retaining important knowledge to avoid being victims of abuse or bullying.

Note: The CIS logic model is attached to this proposal

3. Describe how program strategy/strategies align with one or more of the goals outlined in Sect. 0500- Scope of Work: Sect. 3-Principal Objective and Goals.

The evidence-based CIS service model robustly addresses all of the goals for youth established by Ready by 21 – Children, youth and young adults:

- Are physically safe: Pebble Project keeps kids safe from abuse, bullying and abduction.
- Respect diversity and demonstrate empathy and pro-social behaviors: CIS's involvement with No Place for Hate, Gay Straight Alliance, psycho-social groups, and sponsored community service projects develop student empathy, mutual respect and pro-social behaviors.
- Engage in community, school and/or extracurricular activities: CIS provides extensive afterschool programming such as our popular UT student engineers clubs, SmartKids in public housing and AmeriCorps-sponsored clubs.
- Are aware of, appreciate and demonstrate behaviors of personal and social responsibility: CIS works with students to develop personal and social responsibility through its XY-Zone male leadership program and community programs such as Girl Scouts.
- Have good mental health and are emotionally resilient: CIS staff provided 92,000 hours of counseling last year. Additionally, CIS utilizes shared psychiatric services.
- Avoid risky behaviors: A randomized controlled trial found that the males in our XY-Zone program were more likely to avoid risky behaviors than students in the control group.
- Are academically successful: Last year, 94% of case managed students were promoted or graduated and 75% passed all of their core classes.
- Have awareness and positive attitudes about adult careers: Students visit a diverse mix of colleges and employers to learn about employment opportunities, education, etc.
- Graduate from high school college and/or career ready, prepared for a life of learning: This is

the foundation of the CIS mission that students “Achieve in Life”.

4. Describe how the program strategy/strategies correspond to the Imagine Austin Comprehensive Plan.

At CIS, we Imagine an Austin where all are educated. Students who have their needs met because of the supports that they receive through CIS are more likely to exhibit pro-social behaviors that contribute to a healthy learning environment, more likely to engage positively with their peers and more likely to achieve in the classroom. CIS programs on campus are often the home base of the school’s No Place for Hate programming and host the Gay Straight Alliance. Our offices are decorated with materials representing many cultures and our staff is culturally competent to engage children and parents of many cultures and languages. Increasingly, we strive to assist our students to become the first in their family not only to graduate from high school, but to go to college, which ensures family self-sufficiency and helps to reduce our city’s growing income disparities.

5. Describe any barriers and challenges the target population(s) may encounter accessing services and how these barriers and challenges will be mitigated.

The CIS model is to ensure students have easy access to critical support services. CIS staff work full-time on school campuses where the target population is located throughout the day, and because of this consistent presence, services are more convenient. While CIS staff work closely with school personnel to coordinate access to students during times of the school day that do not interfere with core instruction, it can be challenging to meet with students during certain times of the year.

6. If the proposed strategy/strategies reach individuals in multiple Life Continuum categories describe how the proposed strategies will be successfully implemented.

Because early intervention is a key strategy in preventing school dropout, CIS provides

case management services and support for students and their families who are younger than 6 years old (i.e., in pre-K and kindergarten) on all elementary campuses served. Particular focus is given to engaging parents of young children, and CIS staff utilize evidence-based parent education curricula (e.g., Incredible Years) to help parents learn how best to support their young children in school. Additionally, CIS runs the award-winning ASPIRE dual generation literacy program in which high quality adult education, early childhood education, parenting education, and school preparedness activities are provided to infants, toddlers, preschoolers and their parents. The ASPIRE program is described in greater detail in the bonus section of this proposal.

7. Describe any barriers and challenges you may encounter and how you will overcome them.

Although CIS' culturally competent, campus-based programming is highly accessible and effective, significant unmet needs still exist. Students and families referred to CIS rarely have a single presenting issue; rather, there are multiple underlying issues that must each be addressed. With fewer resources at the district and community level to provide support services, CIS has become the first line of defense for students in crisis and our staff are working with the highest need students. This creates ongoing challenges in balancing demand with staff capacity. CIS will continue to leverage resources and implement best practices to effectively serve these students.

8. Describe any subcontractor partnerships funded under this application and informal relationships with service providers not funded under this application.

CIS does not include any subcontractor partnerships in this proposal; however, CIS has longstanding partnerships with local school districts that provide CIS staff with office space, access to students, and the release of student data to inform services and measure impact.

CIS has a demonstrated track record of strong collaboration with other community providers and

partners including Austin Community College, Big Brothers Big Sisters, Child, Inc., Goodwill Industries, Meals on Wheels and More, LifeWorks, SafePlace, Seedling Foundation, and WorkSource. Additionally, CIS has informal relationships with over 90 providers including: GenAustin, Hospice Austin, Foundation Communities, and YWCA.

9. Describe the project activities.

CIS proposes to provide comprehensive mental health and case management services on 50 public school campuses dispersed throughout the most impoverished communities in Austin and Travis County. This includes expanding CIS programming to four additional elementary campuses that better ensure coverage in the vertical teams served. Case management services are provided by school-based social service professionals who design client-centered, relationship-focused, evidence-based, and highly effective comprehensive services tailored to meet the individual needs of each student and family. School personnel, family members, and individuals from the community refer students to CIS who are showing cause for concern such as: experiencing crisis, trauma or abuse; exhibiting signs of mental illness or poor general health; demonstrating sudden changes in behavior or functioning; struggling with addiction, gangs, pregnancy, or other issues; involvement with the juvenile justice system; experiencing insufficient resources (clothing, food and housing); and, engaging in risk-taking or delinquent behaviors. Once a student has been referred to CIS, staff will conduct an in depth needs assessment and seek to determine the root cause of a student's disruptive, acting-out behavior. Our experience has shown that the great majority of students referred to CIS have multiple issues that they are grappling with (e.g., grief and loss issues, abuse, neglect, health and mental health issues, incarcerated loved ones, etc.). Depending upon student needs, CIS staff will design a tailored service plan that will incorporate one or more of the following interventions: individual

counseling, crisis intervention, support groups, basic needs assistance, home visits, parent engagement activities, assistance identifying and accessing community resources, and other services. CIS staff are knowledgeable about community agencies and frequently leverage additional resources for students and families.

Within the CIS case management approach, CIS will utilize several innovative programming strategies that target specific client issues or vulnerable client populations. Through the SmartKids program, CIS targets students living in four of the largest Housing Authority of the City of Austin (HACA) public housing sites with case management services, counseling, and after school tutoring and enrichment activities on the HACA property. Similarly, the XY-Zone program engages at-risk male high school students in a “positive brotherhood”, and provides them with individual and group counseling, mentoring, case management, leadership development, and opportunities to serve the community. CIS utilizes its large AmeriCorps program to provide tutoring services, mentoring, and service learning opportunities for high needs students at 38 elementary and middle school campuses served. CIS also leverages the services of over 500 university interns and community volunteers who provide mentoring, supportive guidance, tutoring and academic and attendance monitoring. In addition to providing direct services, CIS identifies community resource providers who can address particular student needs and will either assist in connecting the student with this resource in the community or help to facilitate the provider’s work on campus. By working with other providers and community resources, CIS can maximize the reach of the program and ensure that as many students receive the individualized services they need as possible.

Additionally, CIS will continue to keep children “safe, strong, and free” through school-based workshops and community education aimed at preventing child abuse as part of the Pebble

Project. At the elementary school level, staff and volunteers deliver one-hour workshops in individual classrooms using an interactive, drama-based curriculum. The Spanish and English presentations address bullying, stranger danger and unwanted touch from adults. They also empower children to identify potentially dangerous situations, resist becoming victims of violence and report concerns to trusted adults. As a result of these powerful presentations, the Pebble Project identifies hidden victims. During the 2012-2013 school year, Pebble staff referred over 300 students who disclosed abuse or harm to counseling services and other appropriate agencies thereby preventing the onset of negative outcomes associated with abuse.

D. Performance Measures – Impact on the Goals

Note: Please see Attached Section 0640 Form – Program Performance Measures and Goals

1. Describe how Applicant will calculate required & proposed outputs & outcomes.

CIS utilizes the CISTMS electronic database designed specifically for CIS by the Texas Education Agency to track student demographic and service information. Calculations for proposed outputs and outcomes will be pulled from objective data sources (e.g., report cards, attendance records, discipline referrals, teacher feedback forms) that have been entered in the CISTMS database. Students who receive case management services, short-term crisis services, or child abuse prevention presentations are only counted once.

-Unduplicated Output #1,#2: Case managed students + short-term crisis students + child abuse prevention students + child abuse prevention adults

-Outcome #1: Case managed students promoted or graduated ÷ total case managed students

-Outcome #2: Individuals who indicate improved knowledge on a post survey ÷ by the total individuals who complete the survey after receiving a child abuse prevention presentation

-Outcome #3: Students exiting case management services who demonstrate progress toward a

treatment plan goal ÷ total case management students who exit the program

-Outcome #4: Students who disclose abuse who are referred to CPS, APD or other intervention provider ÷ total students who disclose abuse following child abuse prevention presentation

E. Service Coordination –

- 1. Describe how the Applicant coordinates services with services being provided by other agencies to minimize duplication and maximize client access to services.**

CIS staff complete a comprehensive Campus Needs Assessment prior to each school year in which available resources and service providers for the campus are identified. CIS staff use this information to develop a Campus Service Plan for the year and target identified gaps in service and students' needs that are not being fully addressed by others. Because the assessment includes input from a variety of campus and community stakeholders (e.g., principals, teachers, parents, students, providers), CIS staff are well informed about the work of others on campus and can ensure that services are not duplicated or unnecessary.

- 2. Describe how the Applicant coordinates with other agencies (i.e. to refer and receive clients, to provide comprehensive services, etc.).**

The CIS case management model is grounded in the idea that the resources to address many of the barriers to students' success can be found in the community, but can be more accessible and effective if made available to students on the school campus. For this reason, CIS actively seeks community providers to address specific identified needs and coordinates with dozens of agencies and service providers each year, ensuring those services are accessible on campus. This often involves coordinating providers' access to students during the day, providing meeting space, making referrals, and providing follow-up services. Agreements are secured at the campus level between CIS staff and providers that outline expectations, timeframes, and limitations.

- 3. If applicable, attach any program Memoranda of Understanding (MOU) and**

explain how this arrangement improves service delivery to clients.

Note: The MOUs between CIS and the Austin Independent School District, Manor Independent School District and Del Valle Independent School District are attached.

4. Describe how clients will be connected to mainstream public benefits (SNAP, TANF, MAP) and/or other City-funded services to maximize self-sufficiency.

CIS staff are Masters' Level social service professionals who are well versed in helping students and families access appropriate public benefits including SNAP, TANF, and MAP and to apply for CHIP and Medicaid. CIS staff receive regular training each year on changes to these programs and incorporate this information into their work. In 2013, over 25% of students case managed by CIS received assistance in accessing some type of social service benefit.

5. Describe any additional services, not included in this application, which will be provided to the target population and how they will access those services initially and over time.

CIS offers other programming and services that support the target population receiving case management. For example, CIS is a collaborator with Lifeworks and Safeplace on the innovative Shared Psychiatric Services (SPS) project in which CIS case managed students and families have ready access to psychiatric services, assessments, and medication. The program was designed to intentionally remove barriers to access and, currently, most students referred to the SPS program are seen within one week. All students receiving CIS case management services are eligible to receive psychiatric services through this program. CIS is also a contractor for the Travis County-funded Care Coordination program, providing intensive "wrap-around" services to families experiencing significant financial, behavioral and emotional challenges on 12 designated AISD campuses. Each family is matched with a "Care Coordinator" who develops a personal support team for each family and accesses a variety of services for the family through the network of service providers. Systems are in place with each of the 12 campuses to accept referrals and all

students on campus could potentially be referred. Finally, the CIS ASPIRE program is a comprehensive dual generation educational program that provides GED and ESL instruction, intensive early childhood education, parenting education utilizing evidence-based curricula, and in-home support. The ASPIRE program is housed on the Travis High School campus and targets parents with young children within the communities that feed into Travis High School including Dove Springs and east Riverside.

F. Community Planning Activities

1. Describe Applicant's involvement in community planning activities that are specific to the services proposed in this application.

CIS has taken an active role in planning and organizing with the community to ensure sufficient supports are in place and that youth and families thrive. CIS staff serve in leadership roles in several formal community planning groups including the Children and Youth Mental Health Planning Partnership, Success By 6, Joint Subcommittee Mobility Task Force, and Ready By 21. Through this involvement, CIS has helped craft recommendations and develop community indicators for funders and policy makers.

2. Describe Applicant's involvement in other relevant community planning.

CIS' proven programs, our ability to meet and exceed project goals, and our fiscal stewardship with contracts has resulted in strong partnerships with foundations, school districts, universities, city agencies, corporations, and community-based organizations. As a school-based organization that provides mental health services to students, we have earned the trust of the teachers and administrative staff in the schools we serve. CIS representatives are often asked to serve on important task forces and community coalitions in order to further collaboration and improve quality of life. Examples of these include the Children's Optimal Health Board, the Mentoring Advisory Council of the Joint Subcommittee of the City, County and School District,

and One Voice Central Texas. The Central Texas community views CIS and its leadership as experts in the field on youth, social service and education.

G. Overall Evaluation Factors Regarding Applicant-

- 1. Describe the Applicant's experience within the last five (5) years managing relevant local, state, and/or federal contracts.**

CIS has successfully managed local, state and federal contracts for decades. These include Travis County, Texas Education Agency, OneStar Foundation (AmeriCorps) and City of Austin.

Note: Funder Contract Managers' contact information included as attachment.

- a. Describe any relevant City of Austin Health and Human Services Department funding received within the last five years.**

Note: As requested, three monitoring reports are attached- Travis County, OneStar (AmeriCorps) & City of Austin. In the last five years, CIS has managed two contracts at a value of \$487,021 per year from the City of Austin Health and Human Services Department providing critical safety net services in Austin and Travis County.

- 2. Describe experience within the last five (5) years working with the target populations proposed in this Application.**

Since 1985, CIS has provided comprehensive social services to thousands of students each year in high-poverty neighborhoods at schools that have low standardized test scores, poor student behavior, high numbers of discipline referrals, low attendance rates, lack of parent involvement, and limited community support. Nearly 6,000 students are served intensively through CIS each school year and over 40,000 additional students and parents are reached agency-wide. Student outcome data consistently demonstrates the effectiveness of these services; In 2012-13, 99% of intensively served students completed the school year, 94% were promoted to the next grade or graduated, and 87% improved in academics, attendance, and/or behavior.

- 3. Describe experience within the last five (5) years providing services identical and/or similar to those proposed in this application.**

The case management services, crisis intervention, and abuse prevention workshops proposed in this application are the core work of our organization and are, in essence, what CIS has effectively provided this community for nearly 30 years. The proposed strategies have been rigorously evaluated and have been shown to lead directly to positive outcomes.

H. Data Management and Program Evaluation

1. Describe past successes and challenges with data management and reporting, including past experience utilizing an electronic data system.

CIS captures data to inform programming and measure impact. We use the comprehensive electronic database designed by the Texas Education Agency to track student demographics, assessments, treatment plans, services provided, monitoring data, and outcomes. CIS has used this data system since 2005 and staff are fully proficient in all aspects of its functionality. We face the same challenge as other social service agencies; time spent entering data in a system reduces time available for direct service.

2. Describe how data are used for identifying problems in strategies, service delivery & expenditures, corrective actions, & follow-up so corrective actions will be effective.

The use of data is paramount in the CIS case management process as a tool to inform treatment plans, monitor progress, and measure outcomes individually and in aggregate by campus, grade level and school district. CIS staff conduct both formal and informal assessments and gather feedback from teachers, school administrators, parents and students themselves in order to capture a comprehensive picture of each child's unique situation. Upon analysis of the information, CIS staff create a tailored service plan to address identified needs. Improvement data is gathered from objective sources such as student report cards, campus attendance rolls, discipline records, and teacher feedback throughout the year.

CIS' Chief Program Officer and our Data Quality and Standards Coordinator monitor service provision at all of our campus sites. Each day, staff enter student service and outcome data into

the database, therefore allowing caseloads, quantity of service hours delivered, and progress to be monitored. Desk reviews are conducted weekly by the Data Quality and Standards Coordinator and error reports are run regularly to identify potential areas of concern. Supervisors provide feedback to the campus staff and follow up to ensure corrections are made. The Chief Financial Officer prepares all billings based on expenditures that have been reviewed by at least one supervisor as reasonable and appropriate, and in accordance with the contract budget. CIS has Board-approved financial policies and the Board's Finance committee reviews internal controls and procedures periodically. Our Auditor also examines systems to identify problems and ensure high standards of fiscal accountability.

3. If applicable, describe the process used to collect data from cooperatives in a timely manner.

CIS does not propose to participate in a formal collaboration in this proposal but our site based agreements cover sharing of data with partners and the responsible contract person.

4. For Applicants proposing homelessness prevention and/or intervention services:

A significant number of students CIS case manages each year are considered homeless under McKinney-Vento, although CIS is not proposing specific services for that population in this RFA.

I. Staffing Plan

1. Describe the overall staffing plan to accomplish activities including project leadership and reporting responsibilities. Provide justification which indicates the staffing plan is appropriate for the proposed strategy/strategies.

Each CIS campus is staffed by a full-time social service professional (the Program Manager, generally an MSW) who oversees the design and provision of services for the students and families at the designated campus. In the CIS model, the Program Manager forms a team to support students based on the resources available for that particular campus. This team consists

of community volunteers, university interns, service providers from other community organizations, as well as CIS AmeriCorps members on elementary and middle school campuses. CIS may also place additional professional staff on campuses with particularly large student populations or where there are groups of students needing targeted interventions. These include XY-Zone Coordinators at the high schools who engage at-risk adolescent males in nationally-recognized peer support and leadership development activities and Smart Kids Coordinators who provide case management, parental engagement activities, and after-school academic interventions and enrichment with students living in public housing. Every campus served by CIS in Austin, Manor and Del Valle has a team of two or more, which allows for more students to be served and for the students to be served more deeply. The Program Manager provides direct service but also supervises the delivery of service by CIS team members and outside providers. Each Program Manager is supervised by a Director of Level Services who was herself a Program Manager at one time.

The Pebble Project has one Coordinator and three part-time staff who travel to schools daily to provide the child assault prevention presentations and to speak privately with students who disclose abuse. That team is overseen by the Director of Programs, a seasoned non-profit administrator. All of our programs are ultimately overseen by the Chief Program Officer who meets regularly with our program leadership team to troubleshoot, discuss and apply research-based strategies, and ensure that all programming is going well. The Chief Program Officer is the project leader for our city contract.

2. **Using Section 0645 – Program Staff Positions and Time, list the project staff by title and the percentage of each position's time to be spent on the program.**

Note: Please see attached chart reflecting staff by title and percentage of time on the program.

3. **Attach resumes or position descriptions for key staff to perform the described services and/or activities.**

Note: Please see attached résumés and job descriptions.

Part II – Cost Effectiveness

Total points: 20

A. Budget

1. **A summary description of the budget justification for the program strategies.**

Communities In Schools seeks \$697,390 per year from the City of Austin to support case management and child abuse prevention programming, which accounts for 11.72% of the overall costs of the program. 96.9% of proposed costs are for staff salaries and fringe. The remaining operating expenses include program supplies for serving students, central office rent, mileage in Travis County, postage, insurance, training and professional development for staff (local), independent program evaluation, and financial audits.

The total program budget is \$5,947,102. Leveraged funding will come from the Texas Education Agency, each of the school districts served, Travis County, OneStar Foundation (AmeriCorps), WorkSource, private donors, private foundations and fundraising events.

- a. **Applicants must use section 0650 – Program Budget Narrative to provide the required budget information.**

Note: Please see attached section 0650

- b. **All subcontractors with in this application who will receive City funds must be included in the program budget.**

No subcontractors are proposed.

2. **Describe the Applicant's fundraising and administrative percentage, calculated from its more recent Form 990.**

Based Communities In Schools' 990 (2012), management and fundraising costs are 13.6% of total expenditures.

B. Cost per Client

1. **Describe the average cost to the City per client served. In the description, detail the calculation used to derive the average cost.**

CIS proposes to provide case management, short-term crisis intervention, and child abuse prevention education to at least 15,855 unduplicated clients at a total cost of \$5,947,102. Of this total, CIS requests that 11.72% be funded by the City of Austin at a cost of \$697,390. The average cost to the City per client served is calculated by dividing the total request to the City (\$697,390) by the total number of clients served (15,855) to equal \$43.98 per client.

2. Describe the average cost per client served from all funding sources.

The total program costs for CIS to provide case management, short-term crisis intervention, and child abuse prevention education is \$5,947,102. The average cost per client served from all funding sources is calculated by dividing the total program budget (\$5,947,102) by the total number of unduplicated clients to be served (15,855) to equal \$375.09 per client.

3. Describe the average cost per client achieving each of the performance measures proposed. In the description, detail the calculation used to derive the average cost.

Our goal is that 90% of the students who receive ongoing case management services will progress to the next academic level. At a cost per student of \$375.09, this equals an average cost of \$416.77 per client progressing to the next academic level ($\$375 / 90\% = \416.77).

Additionally, 90% of the clients who complete a pre- and post-test after receiving child abuse prevention education will demonstrate improved life skills and knowledge at a cost of approximately \$417 per client ($\$375.09 / 90\% = \416.77). 80% of case managed students will make progress toward treatment plan goals at an average cost per client of \$469 ($\$375.09 / 80\% = \468.86).

4. Provide justification which indicates the proposed cost is appropriate for the proposed strategy / strategies.

CIS has intentionally chosen to provide intensive case management and abuse prevention services at the schools with the most pervasive needs, in neighborhoods of concentrated poverty.

To ensure the highest quality services and best outcomes for clients, this requires utilizing qualified professionals full time at each campus, including Masters' level social workers and counselors, who are adequately supported and compensated to do this challenging work. CIS regularly analyzes staff compensation against the Central Texas market to ensure salaries are at or above market level so that we can attract and retain a diverse and talented staff. Because our staff are present on campus all day, every day, and year-round, they ensure that students have the level of support that they need, when they need it. It might prove to be cheaper if our staff served multiple campuses and were less than full-time on campus, but this would not be effective. Further, many thousands of other students are served by CIS for short-term needs (everything from providing a backpack to short term mediation to emergency assistance that does not require ongoing intervention) and that time and cost is not calculated and removed from the total cost to serve the schools.

5. Describe the return on investment / social impact the proposal strategies will make.

In 2012, the CIS National Office commissioned a study with Economic Modeling Specialists, Inc. (EMSI) to determine the return on investment for the CIS case management model. This study sought to determine the specific economic and social returns to society provided by CIS services through a rigorous third-party investment analysis. This study found that for every dollar invested in our local CIS affiliate, over ten dollars of economic benefit was created in Austin.

C. Program Funding Summary

1. **Using Section 0655 – Program Funding Summary, provide an overview of all funding sources the Applicant will use for the proposed project.**

Note: Section 0655 outlining all program funding sources is attached.

Part III – Local Business Presence

Total points: 10

Note: Please see attached Form #0605-Local Business Presence Identification.

Part IV – Bonus Evaluation Points

Total points: 25

A. Connection to Additional Self-Sufficiency Goal(s) & Life Continuum Category(ies):

Self Sufficiency Goals.

CIS provides services that address the remaining range of self-sufficiency goals. Our model is holistic and the service mix is rich on every campus. Since education is the only method proven to lead to a generational **transition out of poverty**, it is critical that all barriers to educational success are removed. Clearly, many of the problems students and families face pose challenging educational barriers, and without intervention and ongoing support, students' likelihood of graduation is significantly diminished. A high school dropout is two times more likely to live in poverty. Our main goal is to help students move toward graduation by supporting a comprehensive continuum of services to address students' on-going needs, support critical transitions between early childhood and school settings, provide opportunities to develop skills, self-confidence and appropriate goals, positively engage with peers and the community, and ensure students are progressing toward graduation. CIS regularly brings guest speakers to campus, provides mentors who are in college themselves or successful professionals, we take students to learn about careers during Groundhog Job Shadow Day, have career fairs on campus and take students on college visits. So that the high school diploma is not just a piece of paper, with all of the therapeutic work that we do, we help student to see themselves as a success in life.

CIS specifically focuses on **problem prevention** through the highly-effective Pebble Project's child abuse prevention programming that reaches over 40 elementary schools each year, as well as through on-going case management services included in CIS' dropout prevention program. Students who come to CIS are directly engaged in counseling and life skills-building activities that reduce juvenile crime, maintain mental health, and prepare young people with necessary knowledge and skills to be productive adults. CIS provides **Universal Support**

Services on every campus served. The CIS program is available to all students and children have access to help even if they are not on our caseload. CIS' professional staff frequently help students and parents in significant crisis and work to de-escalate volatile situations and provide critical resources. CIS generally keeps a clothes closet, school supply cupboard, and bus passes for students who need them. We often provide school-wide educational programming on issues like the danger of underage drinking, anti-bullying strategies or health fairs. Parents who seek assistance from CIS are connected to the appropriate resources that they need for housing, childcare, counseling, employment or other services. Each CIS office has an extensive local resource guide that is kept handy and up to date for this purpose.

Research from the What Works Clearinghouse clearly indicates that a critical component of any effective school drop-out prevention strategy is ensuring students connect what they are learning at school to the real world. Many students living in impoverished communities have extremely limited opportunities to explore the larger community. Throughout the school year and during the summer, CIS provides a variety of engaging, **enrichment opportunities** for students and families to experience the broader community first-hand, including participating in cultural events, college visits, service projects, and career exploration.

CIS serves Austin in two areas of the **Life Continuum: Youth and Early Childhood**. Our staff and Board have the collective desire to be able to serve students and families over time if needed, but more so to catch problems early and provide prevention services. Leading dropout research indicates the early years of life are crucial to school readiness and future academic achievement and, if problems are not addressed early on, they compound significantly as children enter middle school and high school. This was the genesis of CIS's award-winning ASPIRE program begun in 1994. ASPIRE today fully realizes the dual generation model of

integrating high quality parent education, early childhood education, adult education and literacy activities that prepare children for school and engage parents in their child's education for years to come.

ASPIRE's early childhood classrooms are staffed by a certified lead ECE teacher and two aides who live in southeast Austin who have been with CIS for over ten years. The classrooms are literacy-rich and foster children's development in all domains. We serve infants starting as young as six weeks of age. Because CIS has been an early childhood provider for so many years, our staff have been involved in planning groups that developed the PreK standards with colleagues at United Way's Success by Six and others which were eventually adopted by the state. This response to the City's RFA does not seek funding for ASPIRE, which is part of an ECE collaboration.

ASPIRE has recently moved to a modular building purchased by CIS and hosted free of charge by AISD on the Travis High School campus. The program now draws clients directly from each Travis High feeder elementary school allowing CIS to provide deeper services, across time, in a high need area of Austin.

C. Healthy Service Environment -If applicable, describe how the applicant plans to implement one or more of the Healthy Service Environment policies.

Tobacco-free Workplace Policy

Communities In Schools of Central Texas (CIS) drafted a Tobacco-Free Workplace policy in January 2014 with technical assistance from an A/TCHHS public health educator. The draft was vetted by the Board's Personnel Committee. The full Board of Directors approved the recommended policy on February 21, 2014. CIS's Personnel Policies were subsequently revised to include the newly adopted policy. The new policy has been communicated to all staff and is covered in our new employee orientation. Staff are required to sign a statement of

acknowledgement that they have read the policies and understand the expectations for their behavior at work. While the use of tobacco is now expressly prohibited on any site where CIS services are performed, including the central administrative office, the employee assistance program provides free counseling and support for employees who are motivated to stop using tobacco altogether. (ATTACHED policy and Board Minutes indicating adoption of this policy)

Mother-Friendly Workplace

CIS adopted the Mother-Friendly Workplace policy in January 2014. The policy draft was vetted by the Board Personnel Committee and recommended for approval by the full Board. CIS's Personnel Policies were subsequently revised to include the newly adopted policy. The new policy has been communicated to all staff and is covered in our new employee orientation. Staff are required to sign a statement of acknowledgement that they have read the policies and understand the expectations for their behavior at work. Since the policy was adopted, CIS has subsequently submitted an application to the **Texas Department of State Health Services** to become an officially designated "Mother-Friendly Workplace." The application is pending approval at this time. (ATTACHED policy and Board Minutes indicating adoption of this policy)

Employee Wellness Initiative

Since 2003, CIS has had a standing staff-directed committee, facilitated by the Director of Human Resources, with efforts focused on increased employee recognition, work-life balance, and physical and emotional well-being. In 2012, the committee was renamed the Staff Wellness Committee and renewed its attention and efforts on promoting healthy lifestyles at work and at home. With encouragement from the CEO, employees were invited to participate in a free, on-site health risk assessment during June 2012. Sixty percent of the CIS workforce participated in the risk assessment and received a comprehensive personal report about the state of their health

and strategies to improve it. The aggregated results from the assessment gave additional direction to the Wellness Committee when planning wellness activities for staff. Since 2012, activities offered to employees have included free on-site yoga, pilates, and financial management classes, increased healthy-food options at staff training and events, and a weekly “Wellness News You Can Use” section of the staff newsletter that includes links to a wide variety of information about health and fitness. CIS sponsored half-marathon training during the fall of 2013 and subsidized the entrance fee for employees who ran in the 3M Half-Marathon in January 2014. Employees have received pedometers, CIS-branded water bottles with lots of encouragement to drink more water, and other items to build up the agency-wide culture of wellness.

In March 2014, CIS submitted an application to become a certified partner of the Mayors’ Health and Fitness Council. Having met all the requirements, the application is currently before the review committee and it is anticipated that the certification will be awarded during May or June 2014.

Violence Prevention Policy

This is a core practice of CIS and has been in the Personnel Policies since 1996. In June 2010, the Personnel Policies were revised and the language regarding violent behaviors in the workplace was strengthened, placing an *obligation on* any employee witnessing potentially threatening or violent behavior to report the behavior to his or her supervisor, Director of Human Resources, or Chief Executive Officer for immediate response. (ATTACHED policy and Board Minutes indicating adoption of this policy)

Additional Information:

Authorized Negotiator: Suki Steinhauser, CEO, 3000 S. IH-35, Suite 200,
Austin, TX 78704, 512-464-9713

Section 0615

Connection to Self-Sufficiency Goals and Life Continuum Categories

Select the primary Self-Sufficiency Goal and Life Continuum Category that your Application narrative will describe. If applicable, select any secondary Self-Sufficiency Goals and Life Continuum Categories included in your Application narrative.

For a detailed description of the Self-Sufficiency Goals and Life Continuum Categories, see Section 0500: Section 1 – Introduction.

<p>Select only one (1) of the following as the primary Self Sufficiency Goal your Application will address:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Safety Net Infrastructure <input type="checkbox"/> Transition Out of Poverty <input type="checkbox"/> Problem Prevention <input type="checkbox"/> Universal Support Services <input type="checkbox"/> Enrichment 	<p>Select only one (1) of the following Life Continuum Categories your application will address based on the primary goal selected:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Early Childhood <input checked="" type="checkbox"/> Youth <input type="checkbox"/> Adults and Families <input type="checkbox"/> Seniors & Persons with Disabilities
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If additional Self-Sufficiency Goals and Life Continuum Categories are addressed by this Application, please identify each goal in the table provided below:

<p>Self-Sufficiency Goals:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Safety Net Infrastructure <input checked="" type="checkbox"/> Transition Out of Poverty <input checked="" type="checkbox"/> Problem Prevention <input checked="" type="checkbox"/> Universal Support Services <input checked="" type="checkbox"/> Enrichment 	<p>Life Continuum Categories:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Early Childhood <input type="checkbox"/> Youth <input type="checkbox"/> Adults and Families <input type="checkbox"/> Seniors & Persons with Disabilities
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**Logic Model
Of Communities In Schools' Evidence-Based Services
Revised 6/20/12**

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	IMPACT
<ul style="list-style-type: none"> • Money • Students • Parents • Board • Infrastructure (HR, IT, Acct) • Professional staff • Volunteers • AmeriCorps • Interns • Nonprofit/Govt/Higher Ed Program Partners • Corporate Partners • Schools/School Districts • Space • Nat'l CIS model & standards • Professional development • Curricula • School technology • School data 	<p>Assess and provide customized social service solutions to high-need K-12 schools through:</p> <ul style="list-style-type: none"> • On-going case management and services for students and their families • Brokering service for basic and social service student needs • Urgent, ad-hoc, enrichment, prevention direct services <p>Provide family literacy services (ECE Parenting & adult education)</p> <p>Provide training & support to school faculty and community.</p> <p>Participate in community coalitions, task forces, etc.</p>	<p><u>Students/Families</u></p> <ul style="list-style-type: none"> • # students case managed • # families served • amount/type of services provided <p><u>Others Served</u></p> <ul style="list-style-type: none"> • # teachers served • # students served (non CM) • # of community members served <p><u>Schools/Districts</u></p> <ul style="list-style-type: none"> • Schools/districts served • Feeder patterns served (>50% of campuses) <p><u>Community</u></p> <ul style="list-style-type: none"> • Service on coalitions, task forces, panels, training, etc. 	<p><u>Students/Families:</u></p> <p>Case managed students:</p> <ul style="list-style-type: none"> • Academic performance improved • Behavior improved • Attendance improved • <i>OnTrack</i> to graduate • Future aspirations improved • More parents positively engaged • Promotion rates improved • Graduation rate improved • Children school-ready <p><u>Schools/Districts</u></p> <ul style="list-style-type: none"> • Feel more supported • Safe and positive campus environments <p><u>Community</u></p> <ul style="list-style-type: none"> • Community and school efforts are aligned and effective 	<p>CIS Schools have:</p> <ul style="list-style-type: none"> • Higher H.S. graduation rate • More students graduating with social, emotional and life skills to be successful • Higher college access & attainment • An improved learning environment • Higher achievement • Fewer disciplinary actions <p>At scale, CIS provides Central TX with:</p> <p>Improved Economy</p> <ul style="list-style-type: none"> • Lower % of population in poverty • Increased tax payer base • Better educated workforce <p>Improved Community</p> <ul style="list-style-type: none"> • Lower incarceration rates • Less abuse • Healthier • Increased civic engagement

Section 0640

Program Performance Measures and Goals

OUTPUT MEASURES

Provide proposed goal amounts for your program in the City of Austin column, the All Other Funding Sources column and the TOTAL (City + All Other) column.

<u>OUTPUT # 1 (Required)</u>	<u>City of Austin</u> Annual Goal	<u>All Other</u> <u>Funding Sources</u> Annual Goal	<u>TOTAL</u> (City. + All Other) Annual Goal
Number of unduplicated clients served per 12-month contract period	1,858	13,997	15,855

<u>OUTPUT # 2 (Required)</u>	<u>City of Austin</u> Goal	<u>All Other</u> <u>Funding Sources</u> Goal	<u>TOTAL</u> (City + All Other) Goal
Number of unduplicated clients served during the initial 36-month contract period	4,831	36,389	41,221

<u>OUTPUT # 3 (Proposed)</u>	<u>City of Austin</u> Annual Goal	<u>All Other</u> <u>Funding Sources</u> Annual Goal	<u>TOTAL</u> (City + All Other) Annual Goal
Number of unduplicated clients provided ongoing case management services	598	4,507	5,105

<u>OUTPUT # 4 (Proposed)</u>	<u>City of Austin</u> Annual Goal	<u>All Other</u> <u>Funding Sources</u> Annual Goal	<u>TOTAL</u> (City + All Other) Annual Goal
Number of children or parents receiving short-term crisis services or basic needs assistance	498	3,752	4,250

<u>OUTPUT # 5 (Proposed)</u>	<u>City of Austin</u> Annual Goal	<u>All Other</u> <u>Funding Sources</u> Annual Goal	<u>TOTAL</u> (City + All Other) Annual Goal
Number of students provided child abuse prevention information	769	5,796	6,565

<u>OUTPUT # 6 (Proposed)</u>	<u>City of Austin</u> Annual Goal	<u>All Other</u> <u>Funding Sources</u> Annual Goal	<u>TOTAL</u> (City + All Other) Annual Goal
Number of adults provided child abuse prevention information	66	494	560

OUTCOME (RESULTS) MEASURES

Total Program Performance – OUTCOME # 1 (Required)	Total Program Annual Goal
Number of children and youth served who progress to the next academic level (numerator)	1,895
Total number of children and youth who receive ongoing case management services (denominator)	5,105
Percentage of children and youth who receive ongoing case management services who progress to the next academic level (outcome rate)	90%

Section 0640
Program Performance Measures and Goals

Total Program Performance – OUTCOME # 2 (Proposed)	Total Program Annual Goal
Number of individuals demonstrating improved life skills and/or knowledge (numerator)	3,546
Total number of individuals provided child abuse prevention information who complete pre/post survey (denominator)	3,940
Percent of individuals provided child abuse prevention information who complete pre/post survey who demonstrate improved life skills and/or knowledge (outcome rate)	90%

Total Program Performance – OUTCOME # 3 (Proposed)	Total Program Annual Goal
Number of children and youth served who make progress toward treatment plan goals at exit from program (numerator)	4,084
Total number of children and youth who receive ongoing case management services (denominator)	5,105
Percent of individuals who make progress toward treatment plan goals at exit from program (outcome rate)	80%

Total Program Performance – OUTCOME # 4 (Proposed)	Total Program Annual Goal
Number of students disclosing abuse who receive appropriate referral for intervention (numerator)	450
Total number of students disclosing abuse (denominator)	450
Percentage of students disclosing abuse who receive appropriate referral for intervention (outcome rate)	100%

**AUSTIN INDEPENDENT SCHOOL DISTRICT
CONSULTING AGREEMENT**

(Only typewritten agreements will be accepted)

Automated IFAS Requisition Number: _____

Dept./School: LEARNING Support SERVICES

In order to be considered an independent contractor, you must not be an employee of the District, which includes full-time, part-time and substitute employees. The individual must substantiate he or she meets IRS requirements. An employee who has resigned or retired from the District within six months of the effective date of this agreement is ineligible to work as an independent contractor for the District. An employee who has resigned or retired six months or more prior to the effective date of this agreement is ineligible to work as an independent contractor for the District if the proposed contract is within a tax year in which the District is already obligated to issue the individual a Form W2 for other services.

[See IRS common law guidelines (Publication 15A) or <http://www.irs.gov/govt/fslg/article/0,id=110344,00.html>]

THIS AGREEMENT is entered into *on the day all parties fully execute this agreement* by and between **Communities In Schools of Central Texas (CIS)** herein called "Contractor" and the Austin Independent School District, herein called "District." The parties hereto agree as follows:

1. District agrees to contract with the Contractor and the Contractor agrees to personally perform in a manner satisfactory to the District the following services: **CIS provides certain social services and related education, youth and family development activities in the City of Austin, Texas.**

Contractor retains the right to delegate or assign these duties to another individual within his or her employ, but such assignment may only occur after first receiving advance approval from the District.

2. Services are to be performed on the following date(s): **September 1, 2013 – August 31, 2014.**
3. Compensation: The District agrees to pay Contractor for the above services when satisfactorily performed. Payment will be made according to the Comptroller's published Accounts Payable schedule:
 - a. a fee not to exceed **\$645,000.**
 - b. basis of fee \$_____ hourly rate or \$_____ daily rate
 - c. reimbursement of \$_____
 - i. Mileage: \$.50 per mile
 - ii. Hotel: Reasonable rates. (For state and federal grants in Texas use the Maximum Lodging amount listed on www.gsa.gov. However, if your city is not listed the rate is \$85/day.)
 - iii. Meals: Actual meal costs up to \$36 maximum per day including tips and tax in Texas. If an entire day's meals are earned, any portion of the \$36 may be expended for a single meal if desired. (**original receipts required**)
\$8 – Breakfast (depart prior to 8 a.m.); \$11 – Lunch (depart by noon); \$17 – Dinner (depart after 5 p.m. or return after 6 p.m.)
 - iv. Parking: Original receipt required
 - v. Miscellaneous: \$1.50/day (no receipts, no explanations)

[Travel Reimbursement Rates approved by the Board of Trustees.]

4. Taxes: A W-9 tax form must be on file with the District. If you have already submitted a W-9, it is not necessary to complete another one.
5. Termination of Contract: Contractor shall have completed all work covered by this contract and this contract shall terminate unless extended by written mutual agreement of the District and the Contractor at the time final service is completed as indicated in paragraph 2 herein. This contract may be terminated by the District if for any reason the Contractor shall fail to fulfill in a timely and proper manner his obligations under this contract, in which event the District may terminate the contract by giving written notice of such termination and the effective date of the termination. In the event of termination prior to completion of the contract, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed to the date of termination. The District may also terminate this contract at any time without cause by the furnishing of a five (5) day written notice from the Senior Financial Administrator to the Contractor, but the Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually performed to the total services of this contract, less any compensation previously paid.
6. Contractor and Hold Harmless Agreement: It is agreed that Contractor is an independent contractor and shall be solely responsible for payment of his employees and shall provide, if required, workers' compensation and public liability insurance to protect himself from liability for injuries or damages to his employees and shall further be solely responsible for the withholding and/or payment of any taxes or contributions imposed by any federal, state or local governmental entity by the reason of employment. The Contractor agrees to hold the District harmless from any and all liability that the District may incur, including without limitation, damages of every kind and nature, out-of-pocket costs and legal expenses, incurred by reason of the Contractor's negligence or breach of this contract.
7. Entire Agreement: This contract constitutes the entire agreement of the parties hereto and it may not be changed or altered except by written agreement signed by the parties to this contract.
8. Original Invoice: Contractor agrees to send an original invoice requesting payment for performance of this contract to: **Austin Independent School District, 1111 West 6th Street, Austin, Texas 78703-5300, Attention: Accounts Payable.** Contractor acknowledges that payment for said services will not be processed without receipt of a valid invoice. The Purchase Order number must be included on the invoice.
9. Felony Conviction Notice: State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

This notice is not required of a publicly-held corporation.
10. Governing Law: This Agreement shall be governed by the laws of the State of Texas.

11. Contractor agrees to abide by all local ordinances and state and federal laws in the provision of its services, activities or programs to the District, including but not limited to, the Americans with Disabilities Act, 42 USC §12111, *et seq.*, 29 CFR §130.1, *et seq.*; Section 504 of the 1973 Rehabilitation Act, 34 CFR §104.1, *et seq.*; the Family Educational Rights and Privacy Act, 20 USC §1232g, *et. seq.*, 34 CFR §99.1, *et seq.*; Title IX of the Education Amendments of 1972, 20 USC §1681 *et seq.*, 34 CFR §106.1 *et seq.*
12. Criminal History Record Information:
 - a. As used in this paragraph 12, the term "covered employee" shall mean an individual employed by Contractor or an approved consultant or an individual Contractor or individual approved consultant who has or will have continuing duties on property of the District ("District Property") related to the services to be performed in connection with this contract and has or will have direct contact with students. The terms "continuing duties" and "direct contact with students" shall have the meanings designated for such terms in 19 TAC §153.1101. The District will be the final arbiter of what constitutes continuing duties and direct contact with students. By way of example, but not limitation, if an individual employed by Contractor or an approved consultant or an individual Contractor or an individual approved consultant has continuing duties (duties that are performed on a regular, repeated basis rather than infrequently or one time only) related to services to be performed under this contract and will enter District Property when one or more students are present to provide such services without supervision by a certified educator or other professional district employee, such individual will be a covered employee for purposes of this paragraph 12. Contractor shall, at its sole cost and expense, comply with the provisions of Texas Education Code ("TEC") §22.0834 and the further provisions of this paragraph 12 with regard to each covered employee. Prior to the performance of any services under this contract by Contractor or an approved consultant, Contractor shall obtain with respect to its covered employees and cause each approved consultant under this contract to obtain with respect to its covered employees, the national criminal history record information (fingerprint-based criminal history) as defined in TEC §22.081 for each such covered employee. **[Contact the Texas Department of Public Safety Crime Records Service at (512) 424-2365, menu option #2, for instructions on obtaining national criminal history record information.]** Contractor shall not allow on District Property any covered employee who has been convicted of a felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under TEC Section 21.060, which includes but is not limited to the offenses listed in 19 Texas Administrative Code §249.16; or who has been convicted of one of the following offenses, if at the time the offense occurred, the victim of the offense was under 18 years of age or enrolled in a public school: (i) a felony offense under Title 5 of the Texas Penal Code; (ii) an offense on conviction of which a defendant is required to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure; or (iii) an offense under the laws of another state or federal law that is equivalent to an offense under (i) or (ii) above. If during the period Contractor is performing services under this Contract, Contractor, a consultant under this contract or the District receives updated criminal history record information for a covered employee that includes a disqualifying criminal history under this paragraph 12, Contractor shall prohibit such covered employee from future entry on District Property. In addition, whenever such updated criminal history information is received by Contractor or a consultant under this contract, Contractor shall notify the District of same within three (3) business days following receipt of the information.
 - b. Contractor shall maintain at all times a current and accurate list of all covered employees performing services under this contract (as updated from time to time, the "List of Covered

Employees") which contains the following information for each covered employee: (i) full name; and (ii) Texas driver's license or other identification number or such other information as the District may request from time to time to enable the District to obtain the covered employee's national criminal history record information. The covered employees on the List of Covered Employees shall be grouped by employer, if applicable. Within three (3) business days following request by the District from time to time, Contractor shall deliver to the District the then current List of Covered Employees, which shall be true and correct in all respects as of the second (2nd) business day prior to the date of delivery to the District.

- c. Prior to the performance of any services under this contract by Contractor or any approved consultant, Contractor shall deliver to the District (i) Contractor's duly completed and executed original certification on the applicable form attached hereto as Attachment #1 ("Contractor Certification") (if Contractor is an entity, use Attachment #1-A; if Contractor is an individual, use Attachment #1-B); and (ii) for each approved consultant under this contract contracting directly with Contractor (each a "Consultant"), the duly completed and executed original certification of Consultant on the applicable form provided by the District ("Consultant Certification").
- d. If it is determined that any information in the List of Covered Employees is incorrect or any statement in any Contractor Certification or Consultant Certification is untrue or misrepresented when made or if Contractor otherwise fails to comply with this paragraph 12, Contractor shall be in material default under this contract. Further, if it is determined at any time that a covered employee is on District Property in violation of this paragraph 12, then, notwithstanding anything contained in paragraph 5 hereof to the contrary, Contractor shall immediately remove or cause to be removed such covered employee from the District Property with no requirement of written notice from the District and shall prohibit such covered employee from future entry on District Property. The District reserves the right to cause the District's police or other security personnel to remove such employee from the District's property.

By signing below, the Contractor certifies that he or she is not an employee of the District. This includes: (a) individuals not currently working due to the District's break/holiday for students and employees; (b) substitute teachers employed by the District; or (c) an individual working for a business owned or operated by a District employee.

As the requestor for these contracted services, I understand and approve the terms of this contract, and assure that contracted services have **not** begun before a purchase order has been issued.

Contractor Information:

Business Name or D/B/A: **Communities In Schools of Central Texas (CIS)**

Address: **3000 South IH 35, Suite 200**

City, State, Zip: **Austin, Texas 78704**

Business Telephone: **(512) 462-1771**

Facsimile: **(512) 735-9997**

Business E-mail address: **ssteinhauser@ciscentraltexas.org**

Signature of Contractor: _____

Date: 6/21/13

I, the undersigned Contractor or agent for the firm named above, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge. **The Contractor must complete the following information in accordance with state law.**

Please sign only one:

- A. My firm is a publicly-held corporation, therefore, this reporting requirement is not applicable.

Signature of Contractor: _____ Date: _____

OR

- B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Contractor: *Juli Steu* Date: 6/21/13

OR

- C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): _____ Date: _____

(attach additional sheet if necessary)

Details of Conviction(s): _____

(attach additional sheet if necessary)

Signature of Contractor: _____ Date: _____

See Contract Execution Authorization Table for authority to sign contracts and agreements.

Less than \$10,000:

Principal or Department Head Date: _____

Associate Superintendent or Supervisor (optional if Compliance Officer signs and is not also line 1) Date: _____

Grants Compliance Officer (if grant funds are involved) Date: _____

Between \$10,000 and \$50,000:

Principal or Department Head _____ Date: _____

Associate Superintendent or Supervisor _____ Date: _____

Grants Compliance Officer (if grant funds are involved) _____ Date: _____

Chief Academic Officer _____ Date: _____

Chief Financial Officer _____ Date: _____

General Counsel _____ Date: _____

Superintendent _____ Date: _____

Note: Consulting Agreements over \$25,000 require attached *Suspension and Debarment Certification*
Over \$50,000 (requires Board approval)

Rotherberg _____ Date: 7-9-13
Principal or Department Head

Associate Superintendent or Supervisor _____ Date: _____

Grants Compliance Officer (if grant funds are involved) _____ Date: _____

[Signature] _____ Date: 8/12/13
Chief Academic Officer

[Signature] _____ Date: 8/16/13
Chief Financial Officer

[Signature] _____ Date: 8/19/13
General Counsel APPROVED AS TO LEGAL FORM

[Signature] _____ Date: 8/21/13
Superintendent

[Signature] _____ Date: 8/27/13
Board President

Board Policy CH Regulation, Purchasing and Acquisitions, states that purchases of \$10,000 or more generally require formal bids and advertising. Purchases of this magnitude must be made through the Purchasing Office.

ROUTING

In addition to the above approvals, this Consulting Agreement should be routed in the following order (follows IFAS PR approval routing):

- _____ Grants Accounting (if grant funds are involved), Carruth A370
- _____ Finance, Carruth A370
- _____ Purchasing Office, Carruth A330

SUSPENSION AND DEBARMENT CERTIFICATION

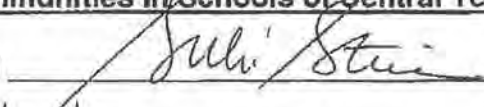
Federal Law (A-102 Common Rule and OMB Circular A-110) prohibits non-federal entities from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000 and all nonprocurement transactions (e.g., subawards to subrecipients).

Contractors receiving individual awards of \$25,000 or more and all subrecipients must certify that their organization and its principals are not suspended or debarred by a federal agency.

Before an award of \$25,000 or more can be made to your firm, you must certify that your organization and its principals are not suspended or debarred by a federal agency.

I, the undersigned agent for the firm named below, certify that neither this firm nor its principals are suspended or debarred by a federal agency.

VENDOR'S NAME: Communities In Schools of Central Texas (CIS)

Signature of Company Official 

Date Signed: 6/21/13

Printed name of company official signing above: Suki Steinhauser, Chief Executive Officer

ATTACHMENT #1-A TO CONSULTING AGREEMENT

[FOR USE WHEN CONTRACTOR IS AN ENTITY]

CONTRACTOR CERTIFICATION
(Entity)

Definitions:

Covered employees: Employees of an entity contracting with the District to perform services and employees of a consultant or an individual consultant contracting with the entity that contracts with the District to perform services who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students and continuing duties.

Disqualifying criminal history: A felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code ("TEC") Section 21.060, which includes but is not limited to the offenses listed in 19 Texas Administrative Code §249.16; or one of the following offenses, if at the time the offense occurred, the victim of the offense was under 18 years of age or enrolled in a public school: (i) a felony offense under Title 5 of the Texas Penal Code; (ii) an offense on conviction of which a defendant is required to register as a sex offender Chapter 62 of the Texas Code of Criminal Procedure; or (iii) an offense under the laws of another state or federal law that is equivalent to an offense under (i) or (ii) above.

Communities In Schools of Central Texas ("Contractor") and the Austin Independent School District ("District") have entered into that certain Consulting Agreement (*Requisition Number:* _____) dated _____, 20____ (the "Contract"). This Contractor Certification is delivered to the District in accordance with Paragraph 12(c) of the Contract.

On behalf of Contractor, I, SUKI STEINHILBER, the undersigned authorized signatory for Contractor, certify to the District that **[check only one]**:

- ☐ None of the Contractor's employees are *covered employees*, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that Contractor's employees will not become *covered employees*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

OR

☒ Some or all of Contractor's employees are *covered employees*. If this box is checked, I further certify that:

- 1) Contractor has obtained the national criminal history record information relating to each of its covered employees in accordance with TEC §22.0834 and the Contract. None of the covered employees employed by Contractor performing services under the Contract has a disqualifying criminal history under Paragraph 12 of the Contract.
- 2) Upon request, Contractor will provide the District with a copy of the List of Covered Employees described in Paragraph 12(b) of the Contract and any other requested information of such covered employees so that the District may obtain each covered employee's national criminal history record information.
- 3) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

4) **Check only one:**

☒ Contractor has not contracted with any consultants in connection with providing services under the Contract.

OR

☐ Attached to this Contractor Certification is a duly completed and executed original Consultant Certification in the form provided by the District from each of Contractor's consultants under the Contract.

Date

6/21/13

Signature of Authorized Signatory for Contractor

Printed Name: **Suki Steinhauser**

Title: **Chief Executive Officer**



Communities In Schools

Central Texas

June 21, 2013

James Sessions, Director
Contract and Procurement Services Department,
Austin Independent School District
1111 West 6th Street
Austin, Texas 78703

Re: Justification for Sole Source Status for Communities In Schools of Central Texas

Dear Mr. Sessions:

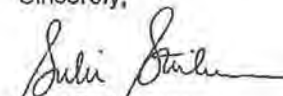
Communities In Schools of Central Texas (CIS) has a long-standing relationship with the Austin Independent School District and provides an array of social services, youth development, and related educational activities to thousands of AISD students each year. In response to the request for justification for the sole source status of Communities In Schools, we offer the following:

- The CIS established model of service delivery is unique from other social service providers in that CIS' professional staff are housed full-time on AISD campuses and work closely with district personnel to identify students and families needing services. Rather than providing one specific service, CIS provides a comprehensive service mix that more fully meets students' needs and better ensures success.
- CIS is the only dropout prevention program operating in the Austin area that can demonstrate scientifically-based evidence of effectiveness. Independent evaluation has found that the CIS program is proven to decrease dropout rates and improve graduation rates. Similarly, an Independent Randomized Controlled Trial conducted on our affiliate in Austin found that CIS' services *caused* significantly better student attendance, higher GPAs and additional credits earned.
- CIS is the only social service provider that leverages extensive financial resources and direct services into AISD. Historically, CIS has consistently matched every dollar invested by AISD with over seven additional dollars through investments in CIS by a variety of public and private funders. Additionally, CIS leverages thousands of hours of direct services that benefit students each year from AmeriCorps members, university interns, and community volunteers that CIS recruits, supervises and coordinates. No other organization can bring such financial and human resources to bear to assist AISD students.
- CIS is a recommended "Best Practice in Dropout Prevention" by the Texas Education Agency and is described as the only program in Texas operating at the elementary, middle and high school levels with positive meaningful effects on both increasing graduation and reducing dropouts. The Texas Education Agency provides significant funding for CIS programming in the state.

There are no other dropout prevention programs operating in Central Texas that provide the comprehensive school-based service delivery model and that so thoroughly address social service, behavioral, attendance, and academic needs that lead to positive school outcomes.

Thank you for your consideration.

Sincerely,


Sukl Steinhauser
Chief Executive Officer

AGREEMENT FOR SOCIAL SERVICES
between
Austin Independent School District
and
Communities In Schools of Central Texas

This Agreement for Social Services ("Agreement") is entered into to be effective as of September 1, 2013 (the "Effective Date"), between the Austin Independent School District ("AISD") and Communities In Schools of Central Texas ("CIS").

CIS provides certain social services and related education, youth and family development activities in the City of Austin, Texas. CIS has previously provided such services to AISD for the benefit of AISD students ("Students"), compensation for which was obtained pursuant to certain local, state and federally funded programs. AISD desires to retain the services of CIS in connection with the provision of such social services and related activities for the benefit of its Students. AISD also desires to directly fund a portion of the compensation for the provision of these services, and to memorialize the terms of its agreement with CIS. CIS has indicated its willingness to provide services in this capacity. The Board of Trustees of AISD has authorized AISD's execution, delivery and performance of this Agreement to accomplish such purposes.

For and in consideration of the mutual covenants and agreements hereinafter contained and for other good and valuable consideration, the full receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Services.

1.1 Services. AISD hereby retains and engages CIS and CIS hereby agrees to perform the services specified herein upon the terms and conditions hereinafter set forth.

1.2. Term. The term of this Agreement will commence on the Effective Date and will continue for thereafter until the earlier of (i) giving of written notice by either party to this Agreement thirty (30) days in advance to the other party of such termination, or (ii) August 31, 2013 ("Termination Date"). The parties may extend the term hereof for additional periods upon such terms and conditions as the parties may agree to in writing.

1.3 Duties. CIS agrees to perform as an independent contractor such services as may be requested or prescribed from time to time during the term of this Agreement by AISD and mutually agreed upon by AISD and CIS. CIS agrees that CIS retains all responsibility for supervising and directing services to Students provided under this Agreement, including the supervision and employment of all personnel.

In addition to the foregoing, CIS does hereby agree to perform the following specific duties:

- (a) CIS will become and remain well informed regarding the educational needs and situation of the Students.
- (b) CIS will provide a program of services to the Students as more particularly described on Schedule 1.3(b) attached hereto (the "Program").
- (c) CIS agrees to share all information with AISD regarding the services provided for students, including but not limited to Program guides or plans, completed work performed by students, any and all test results and testing protocols, and attendance records, which obligation shall survive the termination of this Agreement.
- (d) CIS shall be available to AISD and Students to perform such services at the AISD campuses listed on Schedule 1.3(d) attached hereto, during such times as have previously been usual and customary during the performance of such services to AISD.
- (e) CIS will provide AISD copies of any periodic performance reports of Student's progress, which obligation shall survive the termination of this Agreement.
- (f) CIS will communicate directly with AISD (in addition to Students' parent and Students) with regard to Students' activities, attendance, or other concerns regarding Students, which obligation shall survive the termination of this Agreement.
- (g) To perform at all times its services, duties and obligations in a professional manner.

1.4 Reasonable Efforts. CIS shall devote its reasonable efforts to the performance of its duties and obligations to AISD as contemplated by this Agreement, and, subject to Section 1.3(d) above, shall devote such time and commit such resources as CIS, in its sole discretion, deems appropriate in connection therewith. CIS represents and warrants that all personnel providing Program services to Students are qualified (and, as appropriate, certified) to provide such services to Students. CIS hereby represents and warrants that it has the professional skills to perform the services and duties obligated to be provided hereunder.

2. Compensation.

2.1 Consulting Retainer. AISD shall pay to CIS, as a retainer for its services to be rendered hereunder, an aggregate sum of \$645,000 ("Consulting Retainer") as follows:

(a) Cash in the amount of \$322,500 shall be due and payable upon the execution of this Agreement; and

(b) Cash in the amount of \$322,500 shall be due and payable on February 15, 2014.

If this Agreement is terminated prior to the Termination Date for any reason, CIS shall return to AISD a pro rata portion of the Consulting Retainer for those days between the date of actual termination and the scheduled Termination Date, based on a per diem calculation of the

Consulting Retainer over the original term hereof.

2.2 Expenses and Other Compensation. As an independent contractor hereunder, CIS shall not be entitled to participate in or receive any distributions under any plans or arrangements established by AISD for the benefit of the employees of AISD. CIS shall be responsible for its reasonable business expenses incurred in connection with the performance of its duties hereunder.

3. Other Agreements.

3.1 Indemnification. CIS hereby indemnifies and holds AISD harmless from any and all claims, demands, losses, damages and expenses, including reasonable attorney's fees, arising out of CIS's performance under this Agreement that are caused in whole or in part by CIS's misconduct or negligent act or omission or that are caused by the willful misconduct or negligent act or omission of any agent or employee of CIS. AISD employees, agents, consultants and public officials shall incur no liability to CIS, either personally or in their official capacity, in administering and enforcing the provisions of this Agreement provided that they are acting in their official capacity. CIS will provide AISD evidence of liability insurance.

3.2 AISD Support. AISD shall provide a room or rooms at each campus listed on Schedule 1.3(d) to house CIS staff and Program activities, including counseling in privacy. The location and size of these facilities shall be at the sole discretion of the principal of each campus. From time to time during the term of this Agreement, CIS may request from AISD and AISD shall provide to CIS at AISD's sole cost and expense technical support for telephone lines, access to student records and access to campus photocopy machines as may be mutually deemed reasonable and necessary for CIS to provide its services under this Agreement.

3.3 Confidential Information. AISD is a government agency subject to the Texas Public Information Act, TEX. GOVT. CODE, Section 552. This Agreement and all public information related thereto that is submitted to AISD is subject to request for release by the public.

AISD and CIS will share confidential information about students as necessary and in accordance with the Family Educational Rights and Privacy Act (FERPA) to provide professional educational and social work services to students and their families and to conduct program needs assessments and evaluations.

Each party shall mark all written or other tangible items that constitute confidential information to enable the other party to handle such information as confidential information. Each page of each document or each item of such information shall be marked "confidential" or "proprietary." When orally divulging confidential information to a party, the other party shall state orally that such information is confidential.

Neither party shall publicize or divulge any confidential information to anyone other than members of their Board, their staff, attorneys, and consultants. Any such divulgence or sharing must be done in accordance with this agreement and with the provisions of the Family Educational Rights and Privacy Act, 20 USC 1232g and its impending regulations, 34 CFR 99.

Each party shall, in accordance with its own internal procedures, inform all such Board members, staff members, attorneys, and consultants of their duty to keep such information in confidence and abide by the terms of this Section 3.3. The obligations imposed by this Section 3.3 upon each party shall continue to exist after the termination of this Agreement.

In the event the parties disagree as to whether certain information constitutes confidential information, and in the event the parties are unable to resolve such disagreement, AISD or CIS may seek relief from the State District Courts of Travis County. In no event will either party disclose any confidential information in dispute until the expiration of ten (10) days of such notice, unless such disclosure of information is required by AISD in response to a request pursuant to the Texas Public Information Act.

If AISD is presented with a request under the Public Information Act for public information that includes confidential information, AISD shall timely request an opinion from the Office of the Attorney General as to whether or not the information is within an exception to the Public Information Act. Furthermore, AISD shall promptly notify CIS in writing of any request to AISD for confidential information and shall promptly furnish CIS with: (a) a copy of such request; (b) AISD's response to such request; and (c) AISD's request to the Attorney General for an opinion.

If it is the opinion of the Office of the Attorney General that the confidential information is not subject to an exception to the Public Information Act, AISD will promptly notify CIS of AISD's obligation to release such information and will release such information, unless such release is enjoined by a court of competent jurisdiction.

3.4 Program Audit. Upon written request by AISD, CIS shall make available to AISD or its independent auditors at AISD offices in Austin, Texas, all of its records relating to the performance of this Agreement. CIS shall maintain such records for sixty (60) days after the termination of this Agreement. AISD will have the right to inspect, copy, and audit such records from time to time with prior notice to CIS, and CIS shall provide such additional information regarding the Program services as may be reasonably requested by AISD in performing such audits. AISD will use its best efforts to conduct the audits permitted by this Section 3.4 in a manner that will not disrupt CIS's performance of its obligations under this Agreement. In conducting such audits, AISD may use its own employees or may employ independent auditors or consultants.

4. Miscellaneous.

4.1 Notices. All notices, demands or other communications to be given or delivered under or by reason of the provisions of this Agreement will be in writing and will be deemed to have been given when delivered personally or mailed by certified or registered mail, return receipt requested and postage prepaid to the recipient. Such notices, demands and other communications will be sent to each party at the address indicated below:

To AISD: Austin Independent School District
1111 West Sixth Street
Austin, Texas 78703
(512) 414-1511
(512) 414-0035 (Fax)
Attention: Dr. Paul Cruz

To CIS: Ms. Suki Steinhauser
Communities In Schools of Central Texas
3000 South IH-35, #200
Austin, Texas 78704
(512) 462-1771
(512) 462-0825 (Fax)

or to such other address or to the attention of such other person as the recipient party has specified by prior written notice to the sending party.

4.2 Entire Agreement. This Agreement, including accompanying schedules and attachments, contains the entire agreement and understanding among the parties and integrates all prior discussions among them with respect to the subject matter hereof. This Agreement may be amended or terminated in whole or in part at any time and from time to time only upon the mutual written consent of all the parties hereto.

4.3 Assignment. This Agreement shall be binding upon and inure to the benefit of the parties hereto, and the legal representatives, successors in interest and assigns, respectively, of each such party. This Agreement shall not be assigned in whole or in part by any party without the prior written consent of the other parties hereto.

4.4 Governing Law. This Agreement shall be construed under and governed in all respects, including issues of validity, interpretation, performance and enforcement, by the laws of the State of Texas.

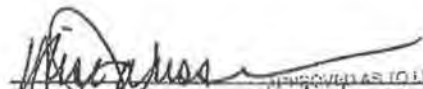
4.5 Waiver. The failure of a party at any time, or from time to time, to require performance by the other party of any provision hereof shall in no way affect the rights of a party thereafter to enforce the same nor shall the waiver a party of any breach of any provision hereof by the other party constitute a waiver of any succeeding breach of such provision, or a waiver of any provision itself, or a waiver of any other provisions hereof.

4.6 Construction. Whenever used herein, unless the context otherwise provides, the singular number shall include the plural, the plural the singular and the use of any gender shall include both genders.

4.7 Authorization. Both parties to this Agreement represent that the person signing below on its behalf is fully authorized to enter into this Agreement and to bind their respective organizations with respect to each material term of this Agreement.

IN WITNESS WHEREOF, the parties have signed and sealed this Agreement as of the date first above written.

APPROVED AS TO FORM


Ylise Janssen
AISD General Counsel


APPROVED AS TO LEGAL FORM

8/19/2012

Communities In Schools of Central Texas


Suki Steinhauser
Chief Executive Officer

Austin Independent School District


Meria Joel Carstarphen, Ed.D.
Superintendent

Schedule 1.3(b)

Program

A. Staff

A.1 Campus Staff CIS will provide each campus with a social worker program manager. CIS may provide, as available, additional staff, such as, AmeriCorps workers, caseworkers, interns, and volunteer tutors, mentors, and class aides.

A.2 Supervision CIS administrative staff will be responsible for the supervision of CIS staff, interns and volunteers serving each campus. Issues regarding the performance of CIS staff, interns and volunteers will be handled by the CIS administration and campus principal.

A.3 CIS Staff Duties CIS staff may not be required to serve as substitute teachers, lunch room monitors, hall monitors or related duties.

A.4 Work Hours & Leave Full time CIS staff work 40 hour weeks, including the summer. Staff earn or accrue annual leave, personal leave, sick leave and compensatory time in lieu of overtime pay. They are encouraged to adhere to a 40 hour week and to utilize leave time. CIS requires staff to attend CIS staff meetings, trainings, staffings, planning days. These CIS meetings may average 24 hours per month.

B. Programs & Services

B.1 Campus Service Plan The CIS program manager and AISD campus staff will jointly develop a program plan that describes the needs of students and services to be provided by CIS. This program plan will be updated each semester and included as part of the Campus Improvement Plan.

B.2 CIS Services CIS services provided through the campus program plan may include:

- (a) assistance in identifying students who need support services to improve their attendance, achievement or behavior;
- (b) assistance in developing and monitoring student support service plans;
- (c) individual, group and family counseling;
- (d) referrals to other agencies and assistance in connecting the school with services provided by other community resources;
- (e) enrichment activities, such as, field trips, after school clubs, attendance incentives;
- (f) recruiting volunteer tutors, matching them with students and supervising them;
- (g) parental involvement activities, such as, training sessions, home visits, other parent activities;
- (h) pre-employment skills training, such as, career days and school-to-career activities;
- (i) student advocacy;
- (j) special programs on select campus: ASPIRE, XY Zone, Pebble Project, AmeriCorps;
- (k) other program or services as deemed appropriate and jointly agreed upon by CIS and AISD.

B.3 Caseload The average CIS caseload per campus will be one hundred (100) students.

C. AISD Support

(from section 3.2 in main Agreement)

C.1 Office and Program Rooms AISD shall provide a room or rooms at each campus listed on Schedule 1.3(d) to house CIS staff and Program activities, including counseling in privacy. The location and size of these facilities shall be at the sole discretion of the principal of each campus.

C.2 Other AISD Services From time to time during the term of this Agreement, CIS may request from AISD and AISD shall provide to CIS at AISD's sole cost and expense technical support for telephone lines, access to student records and access to campus photocopy machines as may be mutually deemed reasonable and necessary for CIS to provide its services under this Agreement.

D. Access to Confidential Information

(from section 3.3 in main Agreement)

D.1 Sharing Confidential Information AISD and CIS will share confidential information about students as necessary and in accordance with the Family Educational Rights and Privacy Act (FERPA) 20 USC 1232g 34 CFR 99 to provide professional educational and social work services to students and their families and to conduct program needs assessments and evaluations.

D.2 Marking Confidential Information Each party shall mark all written or other tangible items that constitute confidential information to enable the other party to handle such information as confidential information. Each page of each document or each item of such information shall be marked "confidential" or "proprietary." When orally divulging confidential information to a party, the other party shall state orally that such information is confidential.

D.3 Safeguarding Confidential Information Neither party shall publicize or divulge any confidential information to anyone other than members of their Board, their staff, attorneys, and consultants. Each party shall, in accordance with its own internal procedures, inform all such Board members, staff members, attorneys, and consultants of their duty to keep such information in confidence and abide by the terms of this Section 3.3. The obligations imposed by this Section 3.3 upon each party shall continue to exist after the termination of this Agreement.

E. Reporting and Evaluation

E.1 CIS Reports to AISD CIS will provide campus and district wide reports within sixty (60) days of the end of the fall, spring and summer semesters. These reports will indicate the number of students receiving services described in each campus program plan. The reports will also include information about the attendance and academic

achievement of the students served.

E.2 AISD Assistance AISD will provide assistance to CIS in collecting data on student attendance and achievement as necessary to complete reports required in this Agreement.

Schedule 1.3(d)
AISD Campuses Served

- 1 Allison Elementary School
- 2 Andrews Elementary School
- 3 Ann Richards School for Young Women Leaders
- 4 Blackshear Elementary School
- 5 Becker Elementary
- 6 Bedichek Middle School
- 7 Burnet Middle School
- 8 Crockett High School
- 9 Dawson Elementary School
- 10 Dobie Middle School
- 11 Eastside Memorial High School
- 12 Fulmore Middle School
- 13 Gonzalo Garza Independence High School
- 14 Gus Garcia Middle School
- 15 Harris Elementary School
- 16 Hart Elementary School
- 17 Kealing Middle School
- 18 Lamar Middle School
- 19 Langford Elementary School
- 20 Lanier High School
- 21 LBJ High School
- 22 Linder Elementary School
- 23 Martin Middle School
- 24 Mendez Middle School
- 25 Norman Elementary School
- 26 Oak Springs Elementary School
- 27 Overton Elementary School
- 28 Paredes Middle School
- 29 Pearce Middle School
- 30 Pecan Springs Elementary School
- 31 Perez Elementary School
- 32 Reagan High School
- 33 Rodriguez Elementary School
- 34 Sims Elementary School
- 35 Travis High School
- 36 Webb Middle School
- 37 Widen Elementary School
- 38 Wooldridge Elementary School
- 39 Wooten Elementary School
- 40 Zavala Elementary School

- ASPIRE early childhood instruction, GED and ESL instruction, and parenting skills development at Travis High School serving students and families from AISD elementary schools in the Travis High School Vertical Team
- Care Coordination / intensive wrap-around services at Allison Elementary, Andrews Elementary,

Harris Elementary, Oak Springs Elementary, Ortega Elementary, Rodriguez Elementary, Zavala Elementary, Dobie Middle, Fulmore Middle, Kealing Middle, Martin Middle, Mendez Middle

- XY Zone adolescent male engagement and leadership development services at Crockett High School, Lanier High School, L.B.J. High School, Reagan High School and Travis High School

Del Valle ISD
MEMORANDUM OF UNDERSTANDING
with
Communities In Schools of Central Texas

This Memorandum of Understanding outlines the terms of agreement between the **Del Valle Independent School District** herein referred to as "District" and **Communities In Schools of Central Texas (CIS)** herein referred to as "Agency". This agreement is entered on August 28, 2013 by and between the Del Valle ISD and Communities In Schools of Central Texas, a non-profit corporation.

The purpose of this agreement is to establish a year-long social services program for Del Valle High School for the 2013-2014 school year and to clearly delineate roles, responsibilities and expectations for the **DVISD CIS Program**. The Del Valle ISD (ISD) desires to engage **Communities In Schools of Central Texas (CIS)** to render certain social services within the ISD and CIS desires to perform certain social services within the ISD.

In consideration of the mutual interests of both parties to better serve participating students, the parties agree that their responsibilities shall be as follows:

Scope of Services for Communities in Schools

CIS will provide to the ISD during the term of the contract the following:

1. **Campus Staff.** CIS will provide each designated campus with three full-time social service professionals (i.e., Program Manager). CIS may provide, as available, additional staff, such as, AmeriCorps members, caseworkers, university interns, and volunteer tutors and mentors. CIS will assign a Program Manager chosen with the input of the appropriate school principal (or designee) to the following ISD campuses:
 - Del Valle High School - two professionals**
 - Dailey Middle School - one professional**
2. **Supervision of Campus Staff.** CIS administrative staff will be responsible for the supervision of CIS staff, interns and volunteers serving each campus. Issues regarding the performance of CIS staff, interns and volunteers will be handled by the CIS administration and the campus principal.
3. **Campus Service Plans.** The CIS Program Manager and ISD campus staff will jointly develop a program plan that describes the needs of students and services to be provided by CIS on each campus. This program plan will be updated each year and can be included as part of the Campus Improvement Plan.
4. **CIS Services.** As outlined in the campus service plans, CIS will provide an array of social services to assist up to 100 students who have high absenteeism, poor academic performance, or who demonstrate delinquent conduct and social service needs. CIS services may include:
 - Assistance in identifying students who need support services to improve their attendance, achievement or behavior;
 - Involvement in campus student assistance programs, work groups, etc. as assigned by the appropriate school administrator;
 - Assistance in developing and monitoring student support service plans;
 - Individual, group and family counseling;
 - Crisis intervention, mediation, de-escalation services
 - Case management, monitoring, and related support and follow-up services;

- Parental involvement activities, such as: parent training sessions, home visits, student/parent activities, parent conferences;
 - Referrals to other agencies and assistance in connecting the school with services provided by other community resources;
 - Enrichment activities, such as, field trips, after school clubs, attendance incentives;
 - Pre-employment skills training, such as, career days and school-to-career activities;
 - Student advocacy;
 - Support of school-wide activities;
 - Summer programming;
 - Special programs on select campus, (e.g. XY Zone);
 - Other program or services as deemed appropriate and jointly agreed upon by CIS and ISD.
5. Reporting to ISD. CIS will provide campus and district wide reports within sixty (60) days of the end of the summer semester. These reports will indicate the number of students receiving services described in each campus program plan, demographic information of students served, and information about the behavior, attendance, and academic achievement of the students served.
6. CIS will abide by all applicable federal, state and local laws and regulations.
7. CIS may request to move or leave a specific ISD campus due to a significant loss of funding from ISD or non-ISD sources, a significant change in demographics or decline in the percentage of students considered at-risk on a specific ISD campus, or other persistent factors that negatively impact CIS' ability to effectively deliver services.

Responsibilities of Del Valle High School and Dalley Middle School

The ISD will provide to CIS during the term of the contract the following

- Adequate confidential space to house the CIS staff and program;
- CIS staff will to be considered to be performing an institutional service or function of the ISD for which it would otherwise use ISD employees at all times CIS is performing its duties under this Agreement. CIS will be permitted access to personally identifiable information subject to FERPA (20 U.S.C. § 1232g). CIS agrees to be under the direct control of the ISD and to be bound by the requirements of 34 C.F.R. 99.33 in reviewing and disclosing any personally identifiable student information;
- Use of campus copier;
- Phone line and Internet access;
- Input regarding CIS personnel who are stationed on the campus(s);
- Assistance to CIS in collecting data on student attendance, behavior and achievement as necessary to complete reports required in the Agreement; and
- Inclusion of CIS in the District Improvement Plan and Campus Improvement Plan(s).

Time of Performance

This AGREEMENT shall be for a term of twelve months, commencing on August 28, 2013 and continuing through August 31, 2014.

Compensation and Method of Payment

For consideration for the services to be performed by CIS under this AGREEMENT, the ISD shall pay to CIS \$90,000. Services will be delivered on the Del Valle High School and Dailey Middle School campuses. Payment of \$45,000 shall be due and payable on October 1, 2013. Balance of \$45,000 shall be due and payable on February 1, 2014.

Additional Terms

1. Termination for Cause. Either party may terminate this Agreement if the other party is in breach of this Agreement. If a party ("First Party") believes the other party ("Second Party") is in breach of this Agreement, the First Party shall notify the Second Party in writing of the breach and the Second Party shall have thirty (30) days to cure the breach. If the breach is not cured within the thirty (30) day period, the First Party may terminate this Agreement after providing five (5) days written notice. Provided, however, that nothing herein shall preclude either party from immediately terminating this Agreement to avoid an immediate threat to public health or safety or for grounds otherwise permitted in this Agreement.
2. Termination for Convenience. ISD may terminate this Agreement without cause by giving thirty (30) days notice of termination to CIS. CIS shall continue to provide services during such thirty day period unless a shorter period is agreed to by both parties. CIS shall be paid for all services performed until the earlier of the date of termination or the date upon which CIS ceases performance of the contract by mutual agreement. Compensation for services shall be at a daily rate of 1/365th of the total compensation listed in Article III. In the event CIS has been paid for services not performed, CIS shall return such unearned payments at a daily rate of 1/365th of the total compensation listed in Article III within 30 days following the date of termination.
3. ISD Not Liable. ISD shall not be liable to CIS or its employees, agents, invitees, licensees or visitors, or to any other person for injury to person or damage to property on or about ISD premises caused by any act or omission of CIS, its agents, servants or employees, or of any other person entering upon ISD premises under express or implied invitation by CIS.
4. CIS Not Liable. CIS shall not be liable to ISD or its employees, agents, invitees, licensees or visitors, or to any other person for injury to person or damage to property on or about ISD premises caused by any act or omission of ISD, its agents, servants or employees, or of any other person entering upon ISD premises under express or implied invitation by ISD.
5. Access. CIS may be issued keys to buildings as required for CIS to carry out the terms of this Agreement. If CIS is not issued keys, then ISD personnel must be present to open and close buildings for CIS.
6. CIS's Indemnity. To the extent permitted by law, CIS agrees to indemnify, defend and hold ISD harmless from and against any claims by CIS, its clients, employees, or agents, or causes of action for death or injury to persons, or loss or damage to property arising out of or caused by CIS's maintenance, use, or operation of ISD premises. Such duty to indemnify shall apply without regard to whether the claim shall arise from the negligence of CIS, ISD, or any combination thereof.
7. Representations and Warranties. CIS represents that is a non-profit corporation organized, validly existing, and in good standing under the laws of the State of Texas, and has the power and authority to enter into this Agreement and to fulfill the duties of this Agreement. CIS has obtained all necessary approvals to execute this Agreement and to fulfill the duties specified. This Agreement, as of the Effective Date, will constitute a valid and binding Agreement of CIS, enforceable against CIS in accordance with the terms of this Agreement.

8. Assignment. Neither party shall assign its rights under this Agreement, without the prior written consent of the other party.

9. Notices. Any payment, notice or document required or permitted to be delivered under this Agreement shall be in writing and shall be deemed to be delivered (whether or not actually received) when deposited in the United States mail, with postage prepaid, by certified or registered mail, return receipt requested, addressed to the parties at the respective addresses set out below, or to any other address within the United States as any party may hereafter specify by written notice delivered to the other parties hereto:

To: Del Valle ISD
Attn: Pilar Westbrook
Director of Student Support
5301 Ross Rd.
Del Valle, TX 78617

To: Communities In Schools of Central Texas
ATTN: Suki Steinhauer
Chief Executive Officer
3000 S. IH-35, Ste 200
Austin, TX 78704

10. Invalid Provisions. If any provision of the Agreement is held to be illegal, invalid, or unenforceable under present or future laws, that provision shall be fully severable, and this Agreement shall be construed as if the illegal, invalid, or unenforceable provision had never comprised a part of this Agreement, and the remaining provisions of this Agreement shall remain in full force and effect.

11. Entire Agreement. This Agreement, together with any Program and Space Use Plans, embodies the entire agreement and understanding between the parties relating to the After-school Program Services and may not be amended, waived or discharged except by an instrument in writing executed by both ISD and CIS. All prior statements, representations, and negotiations regarding the subject matter of this Agreement are deemed to have been integrated herein.

12. Governing Law and Venue. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Texas, and venue shall be in Hays County. This Agreement shall not be construed more or less favorably with respect to either party.

13. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, representatives, successors, and permitted assigns.

14. No Third Party Beneficiaries. There are no third party beneficiaries to this Agreement, and only ISD and CIS have the right and standing to bring suit to enforce this Agreement.

15. Waiver. The provisions of this Agreement may be waived only by the written agreement of the parties. Delay or omission by either party to exercise any remedy or right accruing on default or breach of the other party does not alter or impair any remedy or right under this Agreement.

16. Relationship of Parties. DVISD and CIS agree that this agreement shall create an independent contractor relationship only, and that nothing herein may be construed as creating any general or limited partnership, corporation, joint venture, or other jointly owned or operated business entity of any description.

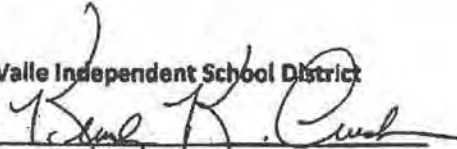
17. Employees of Parties. Each party shall be solely responsible for hiring, training, supervising, and compensating their respective employees. No employee of either party shall, by reason of this contract, be considered an employee of the other party, as jointly employed, or otherwise eligible for any benefits of employment by the other party.

- The parties recognize that employees of CIS may, from time to time, be required to comply with directives from ISD's campus Principal or other administrative personnel. ISD and CIS expressly agree that neither will assert that an employee of the other was at any time acting as a borrowed servant, except pursuant to a separate, written agreement granting to a party a general right of control over an employee of the other party; and
- Nothing herein may be construed as an attempt by either party to waive or in any restrict the application of any common law or statutory immunity available to CIS's employees as professional school employees or school district volunteers.

18. Information Regarding Children with Disabilities. CIS agrees that it will, to the maximum extent permitted by law, share information with ISD regarding children who are eligible or potentially eligible for ISD services pursuant to the Individuals with Disabilities Education Act (20 U.S.C. §§ 1400, et seq.) and/or Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794). Such information will be used by ISD solely for purposes of assessing and providing educational services to the student, and all such information will be maintained in confidence in accordance with ISD policies.

19. Employee Conduct. CIS agrees that it will establish standards of employee and/or volunteer conduct in the workplace addressing conduct towards other CIS employees, volunteers, ISD employees, students and members of the public. Such policies shall be not less stringent than those established by the ISD board of trustees in its published policies. CIS may satisfy its obligations under this paragraph by adopting ISD's policies by reference, but shall not thereby be entitled to confer upon CIS's employees any rights as an employee of ISD.

Del Valle Independent School District


Dr. Kelly K. Crook, Superintendent of Schools

8/26/13
Date of Acceptance

Communities in Schools of Central Texas


Suki Steinhauser, Chief Executive Officer

8/26/13
Date of Acceptance

**PERSONAL SERVICES CONTRACT
BETWEEN
DEL VALLE INDEPENDENT SCHOOL DISTRICT AND
Communities In Schools**

This contract is entered into by and between Del Valle Independent School District, a local educational agency of the State of Texas, hereinafter designated "District," and Communities In Schools (CIS) of Central Texas, whose social security or employer identification number is [REDACTED] hereinafter designated "Contractor."

During the period beginning August 28, 2013 and ending August 31, 2014, Contractor, as an independent contractor and not as an employee or agent of the District, shall provide to the District the following services for the use and benefit of public education in Texas:

Communities in School of Central Texas will render certain social services within DVISD during the term of the contract as follows:

CIS will provide a full-time social service professional. CIS may provide, as available, additional staff, such as, AmeriCorps members, caseworkers, university interns, and volunteer tutors and mentors. CIS will assign a Program Manager chosen with the input of the appropriate school principal or designee to the following ISD campuses:

<i>Del Valle High School</i>	<i>\$65,000</i>
<i>Dailey Middle School</i>	<i>\$25,000</i>

Note: Separate Memorandum of Understanding details roles and responsibilities of all parties

The District's agent or contact person for this contract shall be Pilar Westbrook. For the performance, satisfactory to the District, of the services described herein above, the District shall pay to Contractor a fee of \$90,000. The total amount payable to Contractor by the District pursuant to this contract for consultative service shall in no event exceed the sum of \$90,000. The District shall, in addition to consultant fee, reimburse Contractor for travel expenses incurred in the performance of Contractor's duties under this contract and computed in accordance with rates prescribed for employees of the District by regulations in effect at the time such travel and expenses are incurred by Contractor. The travel expense is estimated not to exceed \$500. All payments due to Contractor shall be made by the District warrant(s) upon submission of District voucher(s) in proper form. Payments will be processed in a period not to exceed fifteen (15) days after certification by the District's contact person.

All information, materials, and products developed pursuant to this contract shall be the property of the District, and Contractor shall not assert any claim in law or equity or assert any claim to statutory copyright or patent in such information, materials, and products without the prior written permission of the District.

This contract in all its particulars is subject to all State of Texas and federal laws, rules, and regulations pertaining to the legal and funding authority cited in the caption to this contract, including but not limited to Title VI of the Civil Rights Act of 1964, as amended. This contract shall be interpreted according to the laws of the State of Texas. All recourse by the District or Contractor to judicial action arising out of this contract shall be only through the courts of the State of Texas, unless redress can be obtained only through the federal courts.

AGREED and accepted by Contractor this 26th day of August, 2013 by a person authorized to bind Contractor.

[Signature]
Signature of Contractor

AGREED and accepted on behalf of the District this 26th day of August, 2013 by a person authorized to bind the District.

[Signature]
Signature of District Superintendent

AGREEMENT BETWEEN
MANOR INDEPENDENT SCHOOL DISTRICT &
COMMUNITIES IN SCHOOLS of CENTRAL TEXAS

This AGREEMENT for services is entered into this 26th day of June, 2013, by and between the Manor ISD and Communities In Schools of Central Texas, a non-profit corporation.

The Manor ISD (ISD) desires to engage Communities In Schools of Central Texas (CIS) to render certain social services within the ISD and CIS desires to perform certain social services within the ISD.

I. CIS will provide to the ISD during the term of the contract the following:

1. **Campus Staff.** CIS will provide each designated campus with a full-time social service professional (i.e., Program Manager). CIS may provide, as available, additional staff, such as, AmeriCorps members, caseworkers, university interns, and volunteer tutors and mentors. CIS will assign a Program Manager chosen with the input of the appropriate school principal (or designee) to the following ISD campuses: Manor High School, Decker Middle School, Manor Middle School, Decker Elementary and Oak Meadows Elementary. Additional professional staff will be assigned to Manor High School and Decker Middle School.
2. **Supervision of Campus Staff.** CIS administrative staff will be responsible for the supervision of CIS staff, interns and volunteers serving each campus. Issues regarding the performance of CIS staff, interns and volunteers will be handled by the CIS administration and the campus principal.
3. **Campus Service Plans.** The CIS Program Manager and ISD campus staff will jointly develop a program plan that describes the needs of students and services to be provided by CIS on each campus. This program plan will be updated each year and can be included as part of the Campus Improvement Plan.
4. **CIS Services.** As outlined in the campus service plans, CIS will provide an array of social services to assist students who have high absenteeism, poor academic performance, or who demonstrate delinquent conduct and social service needs. CIS services may include:
 - assistance in identifying students who need support services to improve their attendance, achievement or behavior;
 - involvement in campus student assistance programs, work groups, etc. as assigned by the appropriate school administrator;
 - assistance in developing and monitoring student support service plans;
 - individual, group and family counseling;
 - crisis intervention, mediation, de-escalation services
 - case management, monitoring, and related support and follow-up services;
 - parental involvement activities, such as: parent training sessions, home visits, student/parent activities, parent conferences;
 - referrals to other agencies and assistance in connecting the school with services provided by other community resources;
 - enrichment activities, such as, field trips, after school clubs, attendance incentives;
 - pre-employment skills training, such as, career days and school-to-career activities;
 - student advocacy;
 - support of school-wide activities
 - summer programming
 - special programs on select campus, (e.g. XY Zone);
 - other program or services as deemed appropriate and jointly agreed upon by CIS and ISD.
5. **Reporting to ISD.** CIS will provide campus and district wide reports within sixty (60) days of the end of the

summer semester. These reports will indicate the number of students receiving services described in each campus program plan, demographic information of students served, and information about the behavior, attendance, and academic achievement of the students served.

6. CIS will abide by all applicable federal, state and local laws and regulations.
7. CIS may request to move or leave a specific ISD campus due to a significant loss of funding from ISD or non-ISD sources, a significant change in demographics or decline in the percentage of students considered at-risk on a specific ISD campus, or other persistent factors that negatively impact CIS' ability to effectively deliver services.

The ISD will provide to CIS during the term of the contract the following

1. Adequate confidential space to house the CIS staff and program
2. CIS staff will to be considered to be performing an institutional service or function of the ISD for which it would otherwise use ISD employees at all times CIS is performing its duties under this Agreement. CIS will be permitted access to personally identifiable information subject to FERPA (20 U.S.C. § 1232g). CIS agrees to be under the direct control of the ISD and to be bound by the requirements of 34 C.F.R. 99.33 in reviewing and disclosing any personally identifiable student information.
3. Use of campus copier
4. Phone line and internet access
5. Input regarding CIS personnel who are stationed on the campus(s)


II. Time of Performance

This AGREEMENT shall be for a term of twelve months, commencing on September 1, 2013 and continuing through August 31, 2014.

III. Compensation and Method of Payment

For consideration for the services to be performed by CIS under this AGREEMENT, the ISD shall pay to CIS \$ 278,000.00. Services will be delivered on the Manor High School, Manor Middle School, Decker Middle School, Decker Elementary and Oak Meadows Elementary campuses. Payment of \$139,000 is due on September 30, 2013. Payment of 139,000 is due on February 28, 2014.

Manor Independent School District


Kevin Brackmeyer, Superintendent of Schools

6/18/2013
Date of Acceptance

Communities In Schools of Central Texas


Suki Steinhauser, Chief Executive Officer

6/25/13
Date of Acceptance

Communities In Schools of Central Texas
Local, State and Federal Funder Contract Manager Contact Information

One Star Foundation (Federal)	Emily Steinberg	Associate Director, AmeriCorps Texas	512-287- 2008
Texas Education Agency (State)	Julie Wayman	CIS State Director	512-936- 6060
Travis County Health & Human Services (Local)	San Juana Gonzales	Contract Compliance Specialist	512-854- 4122
City of Austin Health & Human Services (Local)	Doug Ballew	Injury Prevention Program Specialist	512-972- 5120



Communities In Schools (CIS)

Programs:

- Case Management and Pebble Project
- ASPIRE

Onsite Review Visit: July 12, 2013, 10:00 to 11:30 AM

City of Austin HHSD Staff:

- Ron Hubbard, Early Childhood Coordinator
- Michelle Sparks, Early Childhood VISTA

Agenda

Annual Onsite visit scheduled with CIS to:

- Provide copies of Desk Review forms and discuss contents.
- Get an update on the process of moving the ASPIRE program from north Austin to the Travis High School campus.
- Conduct an invoice verification/financial review of the ASPIRE May 2013 payment request.

Results

No questions, concerns, or findings resulted from the review. Of course, we will follow the progress with the ASPIRE transition with interest. Information about a transition of the Case Management and Pebble Project contract management to a different City staff person will be communicated to CIS once a decision is finalized.

No follow-up by CIS is required from this Onsite visit or visit summary.

Visit Summary

The **Entrance Conference** was attended by Kirsten Siegfried, Director of Programs; Suki Steinhauser, CEO; Eric Metcalf, Chief Program Officer; and Rob Patton, Senior Program Coordinator.

The Desk Reviews, one for each program, were presented and discussed. CIS is in compliance with the items on the Desk Review. I recommended that CIS attend or view the Public Health and Human Service Committee meeting in August for updated information about the social services RFA process. The HHSD (tentative) plans to assign the Case Management and Pebble Project to the Austin Healthy Adolescent staff within the Family Health Unit were discussed. My recommendation is that the transition be made October 1. We discussed that it would be better to conduct the annual visit prior to the end of the school year. Since CIS programs are school based, summer scheduling for staff can be difficult.

Programs: The Case Management and Pebble Project Program was reported to be ahead of schedule on performance. Some additional service sites have been added.

We discussed the ASPIRE Program since it is in a significant and complex transition. Topics covered included:

- Current clients' status including assistance for those still working to complete GEDs.
- Timeline for transition June – October. Copy provided.
- Plans for new client outreach within the Travis feeder pattern.
- Updated and revised service schedule for the Travis HS site.
- Saw building and site plans for the new facility.
 - AISD Board has approved a long term land lease.
 - Building opening is projected for October.

Financial Review: Backup items from the ASPIRE May 2013 payment request were reviewed. Documentation on 3 of the 6 reimbursed employees was checked. Agency payments to health, dental, and EAP providers were reviewed. Each item reconciled with the expenditure detail from the City billing. A copy of the agency's allocation plan was provided.

The **Exit Conference** was attended by Don Klein, CFO, and Suki Stienhauser, CEO, for CIS. The process was explained including that a visit summary would be sent within 10 days.

Thanks to the CIS staff for their cooperation and assistance in scheduling and conducting the visit.

Ron Hubbard
Early Childhood Coordinator
July 16, 2013

cc: CIS Board Chairperson
Contract files

AmeriCorps Monitoring Report CIS of Central Texas
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Legal Applicant Name:	<i>CIS of Central Texas</i>
Program Name:	<i>Communities In Schools of Central Texas AmeriCorps</i>
Date of Report:	<i>December 15, 2010</i>
Reviewer(s):	<i>Amy Park and Jerry Bertrand</i>
Monitoring Visit Date(s):	<i>December 8-9, 2010</i>

The AmeriCorps Program is required to submit documentation to OneStar to support correction for Action Items as noted below. All other documentation must be maintained on site and is subject to review. In addition, any changes or significant events that occur at the AmeriCorps Program should be documented and reported to OneStar.

This report will be re-released upon resolution of all items. Should resolution not occur, OneStar reserves the right to implement enforcement actions per the grant award terms and conditions.

SCOPE OF REVIEW

Member File Review

2006-2007

- Annmarie Lago
- Drew Moore

2007-2008

- Brett Cannon
- Rachel Frost

2008-2009

- Callie Osborne
- Jaime Herrera

2009-2010

- Clinton Robison
- Shannon Smith

2010-2011

- Christy Carter
- Rachael Risser-Sperry

Fiscal Review

- Reconciliation of General Ledger and Subsidiary Documentation to Periodic Expense Report (Sample Period: June 1-June 30, 2010)
- Source Document Review 2009-2010 - (Sample PER: June 1-June 30, 2010)

ACTION ITEMS

National Sex Offender Public Registry (NSOPR) Checks and Background Checks

1. **Issue:** Documentation to demonstrate that the program conducted a criminal background check was not included in Jaime Herrera's file.

Applicable Grant Requirement: As of November 2007 and according to § 2540.202 programs are required to conduct and document a National Service Criminal History Check, which consists of the following two search components: (a) State criminal registry search - search (by name or fingerprint) of the State criminal registry for the State in which your program operates and the State in which the individual resides at the time of application; and (b) National Sex Offender Public Registry - a name-based search of the Department of Justice (DOJ) National Sex Offender Public Registry (NSOPR). Jaime Herrera was a minor at the time of enrollment into the program, but CNCS expects that any individual, no matter his or her age, who applies to serve in a covered position must have a National Service Criminal History Background Check.

ACTION: Please provide documentation that the criminal background check and NSOPR was conducted for Jaime Herrera. If a criminal background check was not conducted, please provide a position description for Jaime Herrera that demonstrates that they did not have ongoing access to vulnerable populations.

Program Response: As per Jaime Herrera's file, the NSOPR was conducted on October 2, 2008 which was prior to his enrollment of October 13, 2008. Please see attached scan of the CBC documentation from his member file. At the time of enrollment Jaime was 17 years old and a minor, per guidance from OneStar and the fact that he was a minor the only portion of the CBC that was conducted was the NSOPR check. Jaime exited the program prior to his 18th birthday at which time we would have conducted a full CBC. Please see attached scan and OneStar staff guidance via email.

Per the below related issue items please see the attached documents: Shannon Smith's CBC verification and January TS, Rachael Risser-Sperry's CBC verification and Christy Carter's CBC verification. Please note that Shannon Smith's NSOPR check was conducted on 1/27/10 and the first date on her timesheet was 1/28/10. Christy Carter and Rachael Risser-Sperry's background checks were conducted during the application process and prior to their first date of service via a national fingerprint-based search; however, due to the length of time necessary for these searches the results were not received until after their service had begun.

ONESTAR RESPONSE: Any individual, no matter his or her age, who applies to serve in a covered position must have a National Service Criminal History Background Check. Minors' criminal history records are generally unavailable, unless the minor was charged as an adult for committing a crime. When your program conducts a check on a minor, you may receive a "sealed" response. That response indicates that the minor has not been charged as an adult for a crime, and it should be kept as documentation that the check was conducted.

Because criminal check results can sometimes take weeks or more to complete, the rules do not prohibit an individual from serving while that check is pending. However, the program must ensure the individual may not have unsupervised access to vulnerable populations while waiting for the results of the criminal check. The individual must be physically accompanied at all times by either a participant or staff member who has been cleared for such access.

This issue is resolved.

Related Issue: In some cases, the background check or NSOPR was run some time after service had begun.

- **Drew Moore** – background check conducted 2/06/07; first date on timesheet 1/18/07
- **Shannon Smith** – NSOPR run 3/18/10; first date on timesheet 1/27/2010
- **Christy Carter** – background check conducted 10/17/10; first date on timesheet 10/7/10
- **Rachael Risser-Sperry** – background check conducted 9/18/10; first date on timesheet 9/1/10

Recommendation: Without exception, ensure that background checks are conducted prior to members' unsupervised access to vulnerable populations. A best practice is to conduct these

checks as part of the application/selection process. The NSOPR check must be conducted as a part of member selection since it is a required component of eligibility for all members.

Related Note: CIS-CT uses a Criminal Background Check certification sheet to document the date in which members' background checks were conducted. In 2006-2007 the CBC certification sheets were not signed by anyone. The program began signing these sheets in 2007-2008.

Member Term of Service and Timekeeping

2. Issue: Brett Cannon had three consecutive weeks of timesheets in June of 2008 that reported zero hours served. This does not seem to be a part of the program design, such as the three weeks that the program is closed for Christmas in December.

Applicable Grant Requirement: According to the CNCS FAQs – C.25. Situations in which a member serves zero hours during a pay period should be very rare and the member should be suspended if there are periods in which no service is performed.

ACTION: The program should include a justification in the member file for Brett Cannon to explain why the member served no hours yet was not suspended during the prolonged time period. In future situations, the program should consult with OneStar on a case-by-case basis to determine whether it is appropriate to suspend the member instead of reporting zero hours in a time period. Please provide a copy of this justification to OneStar.

Program Response: The CIS of CT pay period is on a monthly basis for which Brett Cannon's June 2008 timesheet reflects 55 hours. Members are allowed to request leave from service for special events. Brett submitted a leave request from June 12 - June 27 due to a family vacation (please see attached). This leave was approved by his Program Manager and Program Coordinator. Since there was not a pay period for which zero hours were submitted, Brett's service was not suspended.

ONESTAR RESPONSE: OneStar has reviewed and the document is sufficient. This issue is resolved.

3. Issue: There were a few activities and/or high daily hours recorded on timesheets that require clarification by the program to demonstrate how the activities are clearly tied to the work or intent of the grant and that the hours are justified.

ACTION: Please write a short explanation that clarifies the following activities.

- **Brett Cannon:** 36 hours coded to Life After AmeriCorps on 6/30/08 – A member cannot earn more than 24 hours in one day. Please explain the number of hours reported.
- **Rachel Frost:** 36 hours coded to Life After AmeriCorps on 7/7/08 – A member cannot earn more than 24 hours in one day. Please explain the number of hours reported.
- **Rachel Frost:** 75.5 hours coded to "DC trip" for the week of 6/9/08 – please explain how this activity benefits and is in alignment with the community needs outlined in the grant.

Program Response: CIS of CT has allowed members to complete the Life After AmeriCorps book for member development training hours. Members that complete the entire book receive 36 hours after it is reviewed by a program staff member. Brett and Rachel incorrectly recorded the hours for completing the entire book onto one service day. Members are currently given guidance to record the hours on the date that the specific chapters were completed. The "DC trip" recorded on Rachel Frost's June 2008 timesheet was a student field trip to Washington, DC. The students attending the trip were a part of the Wachovia Building Leaders Program. This program encompass 5th grade students attending Rachel's campus and whom she had worked with throughout her service term. The trip encompassed visits to educational locations while in the Washington, DC area.

ONESTAR RESPONSE: This issue is resolved.

Member Performance Evaluations

4. Issue: Several member files reviewed were missing mid and/or end-of-year evaluations or were missing the required components of the evaluation.

- No final evaluation on file for:
 - Brett Cannon

- Annmarie Lago
- Clinton Robison
- Missing information on whether or not required hours were completed:
 - Callie Osborne
 - Drew Moore
 - Rachel Frost
 - Shannon Smith
 - Rachael Risser-Sperry

Applicable Grant Requirement: AmeriCorps Provisions, B.7.g., *Performance Reviews*, states that the evaluation should document that the member has: **a** Completed the required number of hours; **b** satisfactorily completed assignments; and **c** met other performance criteria communicated at the beginning of the service term. Evaluations are necessary to ensure that members are eligible for additional service terms, and that grant objectives have been met. Mid and end-of-year evaluations are required for all HT and FT members and only end-of-year evaluations are required for less than HT members.

Recommendation: The program should ensure that the total hours are included on the evaluations, the forms will clearly delineate between satisfactory and unsatisfactory service, and that members and supervisors will sign and date when completing the evaluation. In addition, when members exit the program early, the program should ensure that the member has a final evaluation on file to as documentation of whether or not a member satisfactorily completed service and is eligible for additional service terms. Additionally, if any member served (or serves) a second term, please include a copy of the final performance evaluation in the second-year member file to demonstrate eligibility for a subsequent term of service.

ACTION: Submit the final evaluation for Brett Cannon, Annmarie Lago and Clinton Robison. If the evaluation does not exist, please complete one now and be sure to include whether or not the member satisfactorily completed service and performance requirements, the program director's signature, and a note acknowledging that the member was not available to sign.

Because missing or incomplete performance evaluations were a persistent issue among several program years, please use the accompanying spreadsheet to self-audit and confirm at least an end-of-term performance evaluation for all members who served in 2006-2011. OneStar expects all corrections to be made and may request documentation of an evaluation from a sample at some point in the future.

Program Response: Please see attached evaluation forms for Brett Cannon, Annmarie Lago, and Clinton Robison along with the self-audit form. Program staff are working to rectify any missing mid or end of term evaluations.

ONESTAR RESPONSE: OneStar has reviewed the requested evaluations. OneStar may request documentation of an evaluation from a sample at some point in the future, but for the purposes of this report, this issue is resolved.

Employee Time Tracking

5. Issue: Manuel Nauta reports direct time on his employee timesheet to the AmeriCorps program. His timesheet for June 2010 showed 17 hours worked for AmeriCorps out of 168 total hours worked. CIS-CT staff indicated in conversation that Mr. Nauta's directly reported time on the grant includes the following:

- Work that is done for the AmeriCorps program that is not required for other programs
- Work that is similar to what is performed for all other programs

CIS-CT staff also indicated that certain work that must be performed for the AmeriCorps program is done much more frequently per for AmeriCorps positions than it is for positions in other programs, due to AmeriCorps service terms being less than one year in length.

Applicable Grant Requirement: OMB Circular A-122 requires that similar costs be accorded consistent treatment in an organization. Therefore, costs that are not charged as direct costs for **all** programs may not be charged as direct costs for only a **few**.

ACTION: Please provide information on how your current approach with Manuel's Nauta's monthly time ensures this requirement is met.

Program Response: CISCT believes that the cost allocated to the grant for the time spent by the Director of IT, Manuel Nauta, is a correct reflection of the effort he spends on the specific grant

activities. CISCT believes that a method of allocating direct costs which is allowable is not worth the additional time required by the staff person to track & record the time. CISCT will no longer allocate any direct costs to the grant for this position.

ONESTAR RESPONSE: Please remove these costs for Manuel Nauta for all of 2009-10, working with OneStar to determine the best course of action to minimize or eliminate payback of funds. Also, please ensure that these costs are removed for all of 2010-11.

In addition, we have noticed that costs for Magrum and Downing were calculated based on the same hourly rate each month (presumably determined by dividing the annual salary by 2080 hours). This hourly rate was multiplied by the number of hours worked on the OneStar grant to determine the reportable amount. This is an unallowable practice.

Similar to the site supervisor salary/fringe reported, the allowable salary must be determined as follows: (AmeriCorps hours worked in a particular month/total hours worked in a particular month) X monthly salary.

ACTION: Please recalculate the salary/fringe for Magrum and Downing for the 2009-10 grant year and determine if any over-reporting took place. Then, please work with OneStar to revise any incorrect reporting. Also, please perform this recalculation for 2010-11 and revise reporting accordingly. (NOTE: Also, it is OneStar's understanding certain CIS-CT staff report time worked as indirect/indirect administrative costs (time that benefits the organization as a whole) and that none of Downing's time meets this description. Please advise if any of this understanding is incorrect.)

ONESTAR RESPONSE: Subsequent review indicated that for the three individuals noted above, CIS-CT was multiplying the hourly amount, based on annual salary divided by 2080 hours, by the sum of AmeriCorps hours tracked and an allocable portion of leave hours.

CIS-CT has submitted a supplemental Periodic Expense Report (PER) removing all 2009-10 CNCS and Grantee Share costs previously reported for Nauta (Personnel Expense and Personnel Fringe). The removal of costs from CNCS Share has been offset by moving Section II costs from Grantee Share to CNCS Share. The removal of the costs associated with Nauta and the Section II costs from Grantee Share has been offset by the addition of some previously unreported Section III costs. Therefore, there is no bottom line change to CNCS or Grantee Share.

CIS-CT has also recalculated the allowable Personnel Expense and Personnel Fringe for Magrum and Downing for 09-10, using the following formula for Personnel Expense: (AmeriCorps hours worked/total hours worked) X Monthly Salary. For Personnel Fringe, CIS-CT has calculated the allowable amount based on the percentage of AmeriCorps hours compared to total hours. These recalculations resulted in no material difference from the amounts previously reported, so no action is needed for Magrum and Downing for 2009-10.

NOTE: It is OneStar's understanding that certain CIS-CT staff report time worked as indirect/administrative costs (time that benefits the organization as a whole) and that none of Downing's or Magrum's total hours worked (whether reported on this grant or not) meets this description during the months of budget periods of the 09-10 or 10-11 grants from OneStar. Please advise if any of this understanding is incorrect.)

Also, it is understood that all time for Downing and Nauta will be removed for 2010-11 and that costs for Magrum will be corrected for 2010-11 in accordance with the methodology noted above.

This issue is resolved. No additional response is needed to OneStar, except if applicable as per the notes above. (JB-2/7/11)

6. Issue: The timesheet substantiating the June 2010 time for CIS Program Manager Christy Mitchell was reviewed. The practice of CIS in determining cost of Program Manager time contributed to the grant is to divide the number of hours worked on AmeriCorps by the standard number of work hours in the month (8 hours X number of standard work days (does not include holidays, but does include vacation and other leave)). However, CIS-CT used an incorrect standard number of work hours for June 2010; 168 was used instead of 176. This could potentially cause costs to be reported to the grant that are not allocable.

Applicable Grant Requirement: OMB Circular A-122 requires that costs must be allocable in order to be allowable.

ACTION: Please recalculate the Program Manager salaries and fringe for June 2010 using 176 as the denominator and provide OneStar with the old and new totals, both for salaries and for fringe. Then, work with OneStar to determine any potential corrections needed to past reporting.

Program Response: When using the correct denominator for June 2010 of 176 hours to calculate Program Manager salary and fringe match, the recalculated amount is lower by \$1,185.33. In comparison when using the new method of total actual hours worked as recorded on the monthly Program Manager timesheet as the denominator, the recalculated amount is lower by \$404.70. CISCT believes that if the new method was used to calculate Program Manager supervision costs for the entire grant period that the calculation would indicate an increase. For example, the new method of calculating Program Manager salary and fringe was used for the month of November 2010 and the method resulted in an increase in match over the old method in the amount of \$1,395.87.

ONESTAR RESPONSE: This issue is resolved. No additional Response is needed. (JB-1/31/11)

7. Issue: Past practice has been to calculate the dollar amount attributable to AmeriCorps for Program Managers based on the standard number of work hours (as defined in the item directly above). However, time should be charged based on the number of hours worked on AmeriCorps divided by **actual** total number of hours worked during the pay period (whether the total number of hours worked was more **or less** than the standard number of hours). Not using this method may cause the amount reported to be overstated. Or, it may cause the amount to be understated, such as when an employee uses vacation or sick leave time during a month.

Applicable Grant Requirement: OMB Circular A-122 requires that costs must be allocable in order to be allowable.

ACTION: Don Klein recalculated June 2010 Program manager salary and fringe match using the actual number of hours worked as the denominator. This method resulted in more allowable costs to the grant for June 2010 than with the other method. Please perform this calculation for two other months: September 2009 and February 2010, using AmeriCorps hours divided by actual total number of hours worked, and provide the old and new amounts that would be reported to the grant to demonstrate the difference, if any, that resulted from the corrected calculation. Report the results to OneStar, advising of the amount calculated for each month using the old and new methods. If the amounts are higher using the new method, then no further information will be needed. Otherwise, we will determine what action, if any, is required. Also, beginning with December 2010 reporting, please begin using this new method.

Program Response: The match amounts for Personnel Salary and Fringe calculated using the old and new methods is as follows:

September 2009 - old \$19,617.71; new \$21,364.31; an increase of \$1,746.60

February 2010 - old \$17,277.36; new \$17,735.51; an increase of \$458.15

CISCT began using the new method for calculating the match for Program Manager Personnel Salary and Fringe in November 2010.

ONESTAR RESPONSE: This issue is resolved. No additional response is needed. (JB-1/31/11)

Cost Allocation, In-Kind Documentation

8. Issue: OneStar reviewed documentation for in-kind building space from Austin Independent School District for June 2010. While the method utilized appears to calculate a materially incorrect amount of benefit being provided to the grant, the method being utilized for the 2010-11 year seems to be accurate. And, CIS-CT staff has indicated that the 2010-11 method yields a greater dollar amount of in-kind benefit than the method utilized for 2009-10, and that the increase associated with the 2010-11 is greater than the increase that would be expected simply based on the program slightly expanding from 2009-10 to 2010-11.

The 2010-11 method takes into account the number of staff/members working/serving at each school during a particular month. Clarification is needed regarding the weighting system used to create congruence between staff and member hours.

Applicable Grant Requirement: OMB Circular A-122 requires that costs must be allocable in order to be allowable.

ACTION: Please describe the methodology of determining the following values for 2010-11 calculations for in-kind values:

CIS Staff:	1.00 FTE
Full Time Member:	0.97 FTE
Half Time Member:	0.51 FTE
Quarter Time Member:	0.26 FTE

Program Response: (1) CIS Staff, a campus Program Manager, is a full-time employee utilizing the campus space 100% of the time; therefore, CISCT uses the full-time equivalent of 1.0 for calculation purposes.

(2) A full-time member serving 1,700 hours corresponds to a .97 full time equivalent based upon the following calculation: Total Service Hours divided by the number of Service Months = Average Service Hours/Month X 10 months (9/10-6/11) (1,700 hours / 11 months = 154.55 hours per month X 10 months = 1,545 member hours); a regular full-time CISCT staff person for the same 10 month period equals 1,600 staff hours (10 months X 4 weeks/month X 40 hours per week); 1,545 member hours / 1,600 staff hours = .97 FTE for a full-time member.

(3) A half-time member serving 900 hours corresponds to a .51 full time equivalent based upon the following calculation: Total Service Hours divided by the number of Service Months = Average Service Hours/Month X 10 months (9/10-6/11) (900 hours / 11 months = 81.82 hours per month X 10 months = 818.20 member hours); a regular full-time CISCT staff person for the same 10 month period equals 1,600 staff hours (10 months X 4 weeks/month X 40 hours per week); 818.20 member hours / 1,600 staff hours = .51 FTE for a half-time member.

(4) A quarter-time member serving 450 hours corresponds to a .26 full time equivalent based upon the following calculation: Total Service Hours divided by the number of Service Months = Average Service Hours/Month X 10 months (9/10-6/11) (450 hours / 11 months = 40.9 hours per month X 10 months = 409 member hours); a regular full-time CISCT staff person for the same 10 month period equals 1,600 staff hours (10 months X 4 weeks/month X 40 hours per week); 409 member hours / 1,600 staff hours = .26 FTE for a quarter-time member.

ONESTAR RESPONSE: This methodology seems reasonable, and this issue is resolved. No additional response is needed. (JB-1/31/11)

9. Issue: (Cost Allocation, In-Kind Documentation) OneStar reviewed documentation for in-kind telephone/internet line donation from Austin Independent School District for June 2010. While it does not appear the method utilized for 2009-10 yields a correct amount of benefit being provided to the grant each month (using the estimate of 50% of \$41 per month per classroom, or \$21.50), the method being utilized for the 2010-11 year seems to be accurate, pending our review of the information requested directly above regarding weighting of FTEs.

CIS-CT Staff has indicated that the new method yields a greater amount of benefit to the grant than the method utilized for 2009-10. The 2010-11 method takes into account the number of staff/members working/serving at each school during a particular month. However, we have reviewed the September and October 2010 spreadsheets provided by CIS-CT, and the amount of in-kind benefit per classroom for telephone/internet appears to be \$18.60 (September 2010) and \$19.81 (October 2010), which is less than the \$20.50 reported per school for 2009-10.

Applicable Grant Requirement: OMB Circular A-110 (Donated Goods and Services), OMB Circular A-122-Allocable Costs

ACTION: Please provide information to substantiate how the amount reported for in-kind donation of phone/internet lines for 2010-11 is greater than the amount that is substantiated using the 2009-10 method. Also, ensure that documentation is retained on file at CIS-CT regarding how the rate of \$41/month was determined.

Program Response: The result of the calculation for each month using the 2010-2011 method may be higher or lower than the amount calculated using the 2009-2010 method because of the changing FTE calculation. CISCT believes that the calculated amount resulting from using the 2010-2011 method would usually be slightly lower than the calculated amount using the 2009-2010 method. For example, for the month of November 2010 the calculated amount for the two different methods indicate that the 2009-2010 amount is greater than the 2010-2011 amount by \$45.27.

CISCT will retain documentation to substantiate the monthly amount for phone/internet line costs. The supporting documentation is a monthly bill from the telephone service provider.

ONESTAR RESPONSE: This issue is resolved-no additional response is needed (JB-1/31/11)

OTHER FINDINGS

HS Eligibility Documentation: Annmarie Lago's member file did not contain documentation of educational attainment eligibility.

On-site resolution: OneStar noted that Annmarie certified her High School graduation on her enrollment form and member application. In addition, beginning in 2009-2010 the program began using a High School Certification form in addition to the member application and enrollment form.

Member Timekeeping: Changes to timesheets for several members were not initialed or dated by both parties.

Recommendation: Guidance from the OIG states that it is good practice to have both parties initial when changes are made to any official documentation (timesheets, contracts, applications, etc.) By initialing changes, accountability is maintained that timesheets are consistent with member and management intentions. In 2008-2009 the program began attaching a memo to each timesheet that required changes that includes both the member and program signature.

Member Timekeeping: In fall of 2009, a sub-grantee meeting was held by OneStar and a policy review session was conducted which included the November 2006 electronic timekeeping policy with clarification regarding the use of regular e-mail as approval. At the end of the meeting, CIS-CT immediately came forward to state that they used such a system and the OIG did not find any issues with it. Following the meeting, the program met with OneStar to go through its timekeeping system as it relates to the Corporation policy. CIS-CT swiftly made changes to its written policy to change the approval process from e-mail to an actual signature and implemented the changes into its program to ensure compliance with the November 2006 policy. The changes that the program has implemented were confirmed during the monitoring visit.

Member Timekeeping: Timesheets for Annmarie Lago and Shannon Smith show that more than 20% of their hours were spent in training activities. While it is ok for individual members to spend 20% or more of their time in training activities, programs must ensure that no more than 20% of the aggregate of their members hours are spent in these activities.

Applicable Grant Requirement: According to §2520.50 no more than 20% of the aggregate of all AmeriCorps member service hours in your program may be spent in education and training activities.

Recommendation: Make sure that the appropriate systems are in place to ensure that no more than 20% of the aggregate of your member service hours are spent in training activities.

Member Timekeeping: Two of ten files (Annmarie Lago and Drew Moore – both 2006-2007 members) showed hours earned prior to the contract signature date. No files reviewed in 2007-2011 had this issue which demonstrates that the program's system had been strengthened to ensure that the contract is signed prior to beginning service.

Recommendation: OneStar and the Corporation consider the member contract to be an important component that must be in place as members begin service so they understand their rights and responsibilities upon beginning service as an AmeriCorps member with a program. However, based on the Corporation's stance that the date on which the member contract is signed should not be a criterion for disallowing otherwise legitimate service hours performed before the signature date, OneStar is not disallowing any hours served prior to the contract signature date for Annmarie and Drew. OneStar recommends that CIS-CT ensures that members sign contracts prior to beginning service and earning any service or training hours.

Employee Time Tracking: OneStar performed a review of the Personnel Expense reconciliation performed by CIS-CT Staff for Magrum, Downing, and Nauta. This reconciliation is done by determining the actual amount of salaries that would have been for a given month, comparing this to what was reported each month, and making any year-end adjustments to the PER. However, fringe was not adjusted based on a month to month comparison of fringe; rather, it was adjusted in proportion to the amount of the total Personnel Expense adjustment for the year. However, it does not appear that this will result in a material difference in what was reported versus what is allowable due to the small amount being reported on the grant for each employee.

Applicable Grant Requirement: OMB Circular A-122 requires that costs must be allocable in order to be allowable.

ACTION: When reconciling Personnel Expense and Personnel Fringe costs for the 2010-11 grant year, take into account the actual amount of Personnel Fringe expense each month, rather than looking at the annual amount. No corrective action is required for the 2009-10 year. This is required beginning with September 2010, though OneStar is not requesting documentation of this at this time. Documentation of this will be reviewed in subsequent routine monitoring.

Policies and Procedures: OneStar reviewed documents related to the Evaluation expense (\$4500 reported over the course of two PERs). CIS-CT staff indicated that RH2 Consulting was a sole source vendor for the work that was sought. We have performed review of CIS-CT's draft Procurement Policy and did not see reference to sole source vendor situations.

Applicable Grant Requirement: OMB Circular A-110 (Procurement)

ACTION: Please amend the draft procurement policy to include reference to sole source vendor situations. This is required, though, OneStar is not requesting documentation of this at this time. OneStar will review documentation of this in future routine monitoring.

Cost Allocation: Documentation was reviewed showing the allocation of the cost of the building lease for June 2010. It was noted that allocation of the Annex 2 conference room was performed by allocating 1/3 to AmeriCorps, 1/3 to the Volunteer program, and 1/3 as common area. While this may not result in a material difference between the amount reported and the amount allocable to the AmeriCorps grant, a more scientific method should be used in determining the amount of cost allocable to AmeriCorps.

Applicable Grant Requirement: OMB Circular A-122 requires that costs must be allocable in order to be allowable.

ACTION: Develop a more scientific methodology to allocate the cost of this conference room. This is required, though OneStar is not requesting documentation of this at this time. OneStar will review documentation of this in future routine monitoring.



Travis County Health and Human Services & Veterans Service

P.O. Box 1748, Austin, Texas 78767

(512) 854-4100 Fax (512) 854-4115

August 8, 2013

Via Email: gvincent@mail.utexas.edu

Dr. Gregory Vincent, Board President
Communities in Schools of Central, Texas
3000 South IH35, Suite 200
Austin, Texas 78704

**Re: Travis County Monitoring Visit
Drop Out Prevention and YFAC Care Coordinator Programs**

Dear Dr. Vincent:

We conducted a monitoring visit of the programs mentioned above on May 16, 2013. The visit included a review of administrative, financial and program performance of the Drop Out Prevention and YFAC Care Coordinator programs.

During our review we observed an issue regarding compliance; however, our office received proper documentation to resolve the issue on email dated July 3rd, 2013.

We commend you for your prompt attention and action to resolve all issues identified and thank you for facilitating our monitoring visit.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sanjuana Gonzales".

San Juana Gonzales
Contract Compliance Specialist
HHS/VS Finance Division
512/854-4122
Sanjuana.Gonzales@co.travis.tx.us

A handwritten signature in cursive script, appearing to read "LaDonna Brazell".

LaDonna Brazell
Contract Compliance Specialist
HHS Finance Division
512/854-7875
LaDonna.Brazell@co.travis.tx.us

Cc: Suki Steinhauser, Executive Director, CIS
Sherri Fleming, HHSVS County Executive, Travis County
Kathleen Haas, Finance Manager
Laura Peveto, Program Lead, HHSVS

Section 0645

Program Staff Positions and Time

List this program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which are assigned to this specific program.

List Program Staff by Title	Program Staff FTE's
Program Manager - FT 100% (49 positions)	49.0 *
Level Director (Elementary School, Middle School, High School) - FT <100% (4 positions)	3.2 *
Caseworker - FT 100% (14 positions)	14.0
AmeriCorps member - 100% (52 FT-PT members)	38.0
Sr. Program Coordinator - FT 100% (3 positions)	3.0
Program Coordinator II - PT 100% (1 position)	.875 *
Prevention Education Specialist - PT 100% (3 positions)	2.2 *
XY Zone Coordinator - FT 100% (8 positions)	8.0 *
Chief Program Officer - FT <100% (1 position)	.7 *
Parent Educator - FT 100% (2 positions)	2.0
MSM Program Admin. Assistant - PT 100% (2 positions)	1.1
Director of Programs - FT <100% (1 position)	.7
Data Quality & Standards Coordinator - FT <100% (1 position)	.8
Data Entry Specialist - FT <100% (1 position)	.8
Clinical & Professional Dvlpmnt. Coordinator - FT <100% (1 position)	.8
Volunteer Coordinator - FT <100% (1 position)	.8
Chief Executive Officer - FT <100% (1 position)	.7 *
Chief Financial Officer - FT <100% (1 position)	.7 *
Accountant - FT <100% (1 position)	.7 *
Director of HR - FT <100% (1 position)	.7 *
HR Associate - FT <100% (1 position)	.7 *
Director of IT - FT <100% (1 position)	.7 *
Receptionist - FT <100% (1 position)	.7 *
Executive Assistant - FT <100% (1 position)	.7
Director of Communications - FT <100% (1 position)	.7
Note: FTEs with * denotes portion of position requested to be paid by the city of Austin.	
FTE without an * denotes positions not requested to be paid by the city of Austin	
TOTAL FTEs =	132.275

Jamie Avard-Fernandez

6614 Lexington Rd. Austin, Texas 78757 (512) 453-6262 Javafern@austin.rr.com

Experience

Communities in Schools, Program Coordinator II, Austin, Texas 2009 – present
Plan, organize and implement child abuse prevention presentations. Train and supervise staff. Maintain records and information necessary for funders and law enforcement agencies. Complete reports as required by contracts and manage program budget. Develop resources for staff and collaborating agencies.

Communities in Schools, Prevention Education Specialist, Austin, Texas 2005- present
Facilitate child abuse prevention education in Elementary School classrooms. Meet with children individually to discuss questions and concerns following presentations and make referrals as necessary. Collect data as necessary to complete contract requirements. Maintain communication with school personnel. Supervise volunteers.

All Austin Cooperative Nursery School Austin, Texas 2000-2004
Worked as teacher aid in classroom, problem-solved with children as needed, lead group time, scheduled parent workdays and was liaison between teacher and parents, documented 2 school years for school-wide history book.

Travis County Child Protective Services, Social Service Worker, Austin, Texas 1994-1997
Provided in-home services to children and families, assessing and implementing strategies to make home environment safe from abuse or neglect, worked as liaison between schools and other community organizations on behalf of the children on CPS caseload. Organized family meetings to facilitate communication between members and to teach skills of compromise and assertiveness. Made referrals as needed.

Community Living Programs, Morning Supervisor Austin, Texas 1993 -1994
Supervised Mental Health Workers and residents in psychiatric treatment center. Coordinated residents' daytime programs in the community, school, and center. Monitored behavior management. Taught daily living skills. Documented progress and performed crisis counseling. Assessed primary resident for program needs to aid in treatment plan writing. Referred residents for services. Co-facilitated Symptom Management Group and taught budgeting class.

Youth Home, Inc. Shift Lead Counselor Little Rock, Arkansas 1991 –1993
Facilitated group for psychiatrically disturbed boys and girls. Counseled individual sessions. Planned daily schedules. Monitored milieu therapy. Performed crisis intervention. Participated in strategy building and master treatment plan writing with professional multi-disciplinary team. Counseled patients on Relapse/prevention Plan for Drug Education Group.

The Party Factory, Assistant Manager and cashier, 1985-1990

Hired, trained, scheduled and supervised employees. Counseled employees regarding job-satisfaction and conflicts with co-workers. Handled customer questions and concerns. Ensured customer satisfaction. Tracked and ordered inventory and supplies. Made bank deposits. Advised customers with product purchases.

Early Adult Years worked as camp counselor, lifeguard, and restaurant/retail assistant manager and financed world travel to better understand cultures and communities.

Education

Ouachita Baptist University

(Ranked #1 baccalaureate college in south by US News & World Reports for 2008)

Arkadelphia, Arkansas

Bachelor of Arts Sociology and Communications

Honors

Who's Who Among Students in American Colleges and Universities, All AIC

Conference Volleyball Team – 4 years, Jerry Forehand Outstanding Senior Athlete, Tiger

Tunes Musical Revue, Centennial Planning Committee,

Campus-wide Pledging Committee, EEE President, CIS Above and Beyond Award -

April 2007

Marissa T. del Rosario, LCSW

4809 Gerona Drive
Austin, TX 78759

(512)372-8975 (home) (512) 694-6573 (cell)
marissa_delrosario@hotmail.com

Education

Master of Social Work

Political Social Work Concentration

University of Houston 1998

Bachelor of Science in Social Sciences

University of Houston- Downtown 1994

Summary of Qualifications

- Experienced clinical social worker with children and families
- Experienced public speaker and trainer
- Experienced supervisor of professional staff, interns and volunteers
- 12 years of professional field experience

Work Experience

Communities In Schools of Central Texas

August 2008 – present

Co-Director of Elementary School Services

- Coordinate hiring process for vacant Program Manager positions
- Provide initial orientation and ongoing supervision, support, and training to Program Managers
- Conduct annual personnel evaluations for Program Managers and other supervisees
- Develop programming opportunities with Program Managers specific to developmental needs of clients
- Ensure Program Managers and other supervisees maintain compliance with contractual requirements and agency policies and procedures
- Support Program Managers in maintaining a positive relationship with ISD personnel on campuses
- Represent Chief Executive Officer or Chief Program Officer in the community and with other agencies
- Work independently, collaborating and networking with various agencies
- Prepare and submit reports as required

Communities In Schools of Central Texas

April 2001 - present

Program Manager Zavala Elementary School Austin, TX

- Plan and implement programs and social service delivery
- Provide counseling, crisis intervention, assessments and referrals
- Responsible for on-site supervision of CIS staff, interns and volunteers
- Developed special enrichment, motivational and recreational activities including afterschool programs and summer camp opportunities.
- Collaborate with school principal, faculty and community members
- Prepare and submit reports and complete data entry as required
- Develop resources to meet the needs of the campus
- Served on CIS Committees as listed below:
 - Strategic Planning, 2007-08
 - Ethics Committee Member
 - Leadership Retreat Planning Committee Member and Facilitator
 - Volunteer Advisory Committee Member

Area Coordinator

January, 2002- January, 2008

- Provide ongoing supervision support and training for Program Managers
- Participate in the CIS Management Team
- Conduct annual personnel evaluations
- Coordinate hiring process for vacant Program Manager positions

Campus Manager II – Dawson Elementary Austin, TX

September, 1998-April, 2001

- Provided individual counseling and supportive guidance as needed
- Facilitated support groups and task groups for students in grades Pre-K-5
- Responsible for supervision of BSW and MSSW interns
- Responsible for day to day operation of CIS Program

Valena C. Jones Elementary School

August 1994-June 1996

3rd Grade Teacher- Teach for America Program New Orleans, LA

- Develop and implement curricula, lesson plans and special projects
- Conduct parent-teacher conferences
- Conduct student assessment

Honors

Texas School Social Work Conference Award of Excellence in Achievement in School Social Work
2009

CIS AmeriCorps Program Manager Supervisor of the Year 2006-07

Volunteer Work:

Will Davis Elementary School – Fundraising efforts

University United Methodist Church Early Childhood Center Board Member –
2005-06 and 2006-07

CHELSEA GARCIA

4200 Farhills Drive Austin TX, 78731 • (415) 342-9459 • cdass@mac.com

CAPABILITIES

- Direct care experience working with children & adolescents in social service settings (6+ years)
- Proficiency working in multi-disciplinary team settings (6+ years)
- Supervision experience of both staff and interns from multiple educational institutions (2+ years)
- Excellent written and interpersonal communication skills
- Proficiency working with multi-cultural populations

EDUCATION

The University of Texas at Austin 5/2010
Master of Science in Social Work Concentration: Clinical Social Work

Boston University 5/2007
Bachelor of Art in Psychology; Bachelor of Art in English

EXPERIENCE HIGHLIGHTS

Communities in Schools of Central Texas; Austin, TX

Director of Middle School Services, LMSW

1/2014-Present

- Coordinate the hiring and training process for vacant Program Manager positions
- Provide ongoing supervision, support and training to twenty Program Managers
- Develop and maintain community partnerships to facilitate additional resources for campus staff
- Ensure compliance with supervisees regarding contractual requirements and agency policies
- Create and provide relevant professional development opportunities for Program Managers

Communities in Schools at Reagan High School; Austin, TX

Program Manager, LMSW

2/2011- 12/2013

- Develop and implement campus programming based on individualized campus needs
- Supervise multiple staff funded by various contracts necessitating specific reporting requirements
- Coordinate outside providers' services on campus, such as Project MALES, Planned Parenthood and GenAustin
- Develop and implement summer programming, incorporating a curriculum for the 9th grade transition camp
- Act efficiently and flexibly in an ambiguous environment
- Develop and maintain positive and productive relationships with campus and agency staff
- Run data reports and audit files for staff and interns on a monthly basis
- Facilitate site visits for potential funders of Communities in Schools and represent the agency as needed upon request
- Maintain a clinical caseload and facilitate weekly groups while working toward clinical licensure
- Complete annual evaluations and goal setting for all staff; complete educational evaluations for interns
- Lead the hiring process and orientation/training of new staff and interns on campus
- Participate in the Social Media Task Force

Communities in Schools at Reagan High School; Austin, TX

Twilight Caseworker, LMSW

9/2010-6/2011

- Counsel an adolescent caseload, facilitate weekly groups, and provide crisis intervention as needed
- Support students in college and career exploration through resume building and coordination of educational seminars
- Assess and provide case management services to students attending Reagan's credit recovery evening program
- Develop Twilight campus plan and assist with program development

St. David's Medical Center; Austin, Texas

MSSW Intern

1/2010-5/2010

Social Worker, LMSW

6/2010-4/2011

- Conduct psychosocial and mental health assessments with patients
- Assess, counsel, educate and provide resources to women in Women's Health and the Neo-Natal Intensive Care Unit
- Provide patients with information/connections to community resources
- Facilitate transfers to psychiatric hospitals
- Effectively interpret and communicate necessary patient information to physicians, case managers, and nursing staff
- Document assessments in medical software program

The University of Texas at Austin; Austin, Texas

Graduate Research Assistant

9/2009-5/2010

CHELSEA GARCIA

4200 Farhills Drive Austin TX, 78731 • (415) 342-9459 • cclass@mac.com

Research Assistant

5/2010-9/2010

- Constructed online survey assessing the Medicaid Buy-In program in Texas for individuals with disabilities
- Conducted phone interviews regarding experiences with the Medicaid Buy-In program
- Managed online data system
- Provided monthly updates and qualitative data analysis

The University of Texas at Austin; Austin, Texas

Graduate Research Assistant

12/2008-9/2009

- Edited an R21 grant exploring adapting an evidence-based drug prevention program to local high schools
- Assisted in implementing adaptation of drug prevention program at local high school

Communities in Schools at Garza High School; Austin, Texas

MSSW Intern

9/2008-5/2009

- Provided case management services in high school setting
- Counseled an adolescent caseload with weekly individual sessions
- Planned and facilitated weekly group sessions for students related to substance use and female empowerment

Phoenix House; Austin, Texas

Community Support Specialist

10/2007-6/2009

- Supervised adolescent clients, both monitoring and participating in therapeutic community activities
- Transported clients to off-site appointments
- Maintained accurate documentation in staff communication log and facility forms
- Organized and implemented educational seminars and extracurricular activities
- Participated in trainings related to supervised medication distribution, CPR, and restraints
- Implemented crisis intervention techniques

HONORS AND AFFILIATIONS

Education Award, AmeriCorps

Phi Alpha, University of Texas at Austin

NASW Member

Member of NASW Steering Committee; Austin, TX (2009-2010)

Board Member of Program Services Branch of YMCA Austin (2012-Present)

Melissa A. Garcia

Education

Bachelors degree in History w/minor in Mexican American Studies & Women Studies
University of Texas at Austin

Work Experience

Quality Standards Data Coordinator- Communities in Schools Central Tx

March 2008-Current

- ◆ Trainer/facilitator, and provide year round support for a state funded database for social workers, interns, AmeriCorps members, regarding client and agency data.
- ◆ Trainer/Facilitator at Texas Education Agency State office on state database, Communities in Schools Tracking Management System (CISTMS), in training other Communities in Schools data coordinators, caseworkers, data entry specialists, and interns.
- ◆ Created and implemented training materials regarding aspects of functionality and efficiency of CISTMS database for State level.
- ◆ Supervisor of two staff member that implements data entry of 6,000 case files of confidential client information and services.
- ◆ Oversees agency's data and data requests by the Texas Education Agency's policies and procedures
- ◆ Participates in fund raising activities for agency including running half marathons to raise awareness on program and mission of agency.
- ◆ Volunteer/tutor/mentor for Mentoring Matters and Big Brothers Big Sisters collaboration to 8th grade student three times monthly.

Administrative Production Supervisor- Six Flags Fiesta Texas (San Antonio, Tx)

August 2006-March 2008

- ◆ Create and maintain spreadsheets for the Entertainment budgetary expenses for six major shows in the theme park
- ◆ Report to the Entertainment manager directly with budget expenses, labor expenses, and scheduling conflicts that coincide with department budget
- ◆ Perform tasks including filing, clocking in/out employees, handling discrepancies in payroll, and direct calls & inter-office communications
- ◆ Create show schedules for all shows weekly to accommodate special events, special considerations, and schedules of performers/musicians/staff

School-Aged Teacher-Stepping Stone School (Austin, Tx)

January 2006-August 2006

- ◆ Taught a class of 26 children that ranged from the ages of 5yrs-9yrs for eight hours daily
- ◆ Implemented aspects of music, dance, and art within the curriculum
- ◆ Planned and booked summer activities & field trips within the city that was mind and body oriented for the children
- ◆ Served as the communication liaison for parents and the director of the school
- ◆ Performed closing duties three times a week that involved closing the center, assisting in making sure all children were picked up on time, and evaluating the center cleanliness

Show Production Supervisor-Six Flags Fiesta Texas (San Antonio, Tx)

January-November 2005

- ◆ Maintained show quality of venues & performances that were under personal supervision
- ◆ Managed 20 performers that included 2 stage managers and a technician crew of 6
- ◆ Supervised all load-in and load-out of set designs and construction of shows
- ◆ Documented show products and coincided with budget analyst on expenses that pertained to all shows
- ◆ Created and implemented spreadsheets to account for show attendance throughout the year

Skills

Word* Access * Excel* Outlook* Windows* Organizational skills* Read Music*Runner* Strong writing and communication skills* Ability to handle multiple tasks* Self-motivated* Great work ethic* Time management* CPR/First Aid certified* Guitar* Trumpet* Dance* Energetic* Witty

References

Available upon request

Jennifer A. Griffis, LCSW

**12000 Indianhead Dr
Austin, TX 78753**

**(512)799-1563
jg@justmind.org**

Education and Credentials

Licensed Clinical Social Worker (LCSW)

June 2010

The University of Texas at Austin
Master of Science in Social Work
Concentration: Clinical Social Work

May 2007

The University of Texas at Austin
Bachelor of Arts in Psychology (honors program)
Minor: Educational Psychology

May 2005

Experience Highlights

Communities in Schools of Central Texas

Director of High School Services

April 2010-current

- Hire, train, and supervise 13 Program Managers- masters level professional social workers and counselors
- Develop and monitor best practice counseling and case management programs for adolescents
- Represent the agency in community partnerships, coalitions, task forces
- Ensure quality data and research, contract and grant compliance and reporting

Program Manager

2007-2010

- Supervise and train program staff and interns including masters level social work and counseling students
- Develop and maintain program structure including meetings, schedules, filing and data systems, and best practices
- Coordinate counseling and social services referrals for clients and maintain beneficial relationships with community agencies and educational institutions
- Provide crisis counseling, assessment, and treatment plan for high risk adolescents
- Conduct ongoing individual, group and family clinical counseling for depression, anxiety, self harm, substance use, PTSD, and a variety of additional presenting concerns

The University of Texas at Austin, Division of Diversity and Community Engagement

Assistant Coordinator-Preview Program

2005- 2007

- Coordinated with various university divisions and groups to provide resources and therapeutic programming to at-risk first generation college students
- Responsible for training and supervising six student workers

Advisor

2003- 2005

- Provided academic and social advising and mentoring to first generation low income college freshman
- Designed and implemented workshops, cultural events, and retreats
- Served on an advisory committee for Academic Enrichment Services

Donald C Klein, C.P.A.

8208 Cornerwood Drive
Austin, Texas 78717

A consistent, top performer skilled in corporate, not-for-profit and treasury management.

EDUCATION

BBA, Southwest Texas State University, San Marcos, 1976, Major: Accounting.
CPA (Certificate # 58452), Texas

EXPERIENCE

1999 to Present

Chief Financial Officer – Communities In Schools – Central Texas, Inc.

- Agency's fiscal officer responsible for insuring that funds and agency financial information is properly maintained and safeguarded.
- Assist in the interpretation, formulation, and implementation of program financial requirements and budgets.

1990 to 1999

Chief Accountant – Texas County and District Retirement System. A statewide public employee retirement system, which manages a \$7.1 billion pension trust fund.

- Responsible for administering all accounting functions including general ledger, accounts payable, payroll, budgets, financial statements, and treasury.
- Successful conversion of accounting software to Solomon IV for Windows from MIP.
- Primarily responsible for compilation and preparation of multiple annual budgets.
- Established an effective and efficient system of managing cash and collateral requirements.

1979 to 1990

Vice-president of Finance/Controller – Pinkie's Inc., Odessa, Texas. A corporation operating retail convenience stores and wholesale distribution centers. Annual food, beverage and gasoline sales of \$35 million.

- Responsible for directing and controlling all auditing, financial and accounting activities of the corporation.
- Member of three-person team who successfully conceived, designed, and implemented a policies and procedures manual, where none previously existed, in less than two (2) years.
- Supervised the successful computer conversion from a mainframe system to a multiple user personal computer system.
- Implemented an annual budget where none previously existed.
- Primarily responsible for decreasing inventory shortages by 88% in a span of three (3) years.

**GENERAL
INFORMATION**

Experienced in many software applications, including MS Word and Excel, Access, MIP and Solomon IV for Windows.

Amy L. Hagen

2716 Barton Creek Blvd. Apt. 127
Austin, Texas 78735

(512) 671-0331
ahagen@cisaustin.org

Objective

To contribute relevant experience and educational background to a challenging position, offering ample opportunity for skill utilization and growth opportunities.

Education

University of Texas at Austin

Master of Science in Social Work

May 2001

Concentration: Clinical Social Work

University of Missouri at St. Louis

Bachelor of Social Work

August 1994

Experience Highlights

Communities In Schools-Central Texas (CIS), Austin, Texas

Co-Director of Elementary School Services

November 2007-

current

- ❖ Coordinates hiring process for vacant level Program Manager / Caseworker positions
- ❖ Provides initial orientation and ongoing supervision, support, and training to Program Managers within the elementary level
- ❖ Conducts annual personnel evaluations for level Program Managers and other supervisees
- ❖ Develops programming opportunities with level Program Managers specific to developmental needs of clients in elementary level
- ❖ Ensures Program Managers and other supervisees maintain compliance with contractual requirements and agency policies and procedures
- ❖ Participates in Director meetings and disseminates information to Program Managers and other supervisees
- ❖ Supports Program Managers in maintaining a positive relationship with ISD personnel on campuses within the elementary level
- ❖ Represents Chief Executive Officer or Senior Director of Programs in the community and with other agencies
- ❖ Works independently, collaborating and networking with various agencies
- ❖ Prepares and submits reports as required
- ❖ Participates in the CIS team approach to service delivery and problem solving

Senior Program Coordinator

March 2005-November 2007

- ❖ Interprets and communicates contract requirements for all program and administrative staff effected by the Michael and Susan Dell Foundation Grant
- ❖ Translates and directs grant requirements from various funding sources to ensure services are provided to children and families affected by hurricane Katrina
- ❖ Provides on going support and supervision for staff
- ❖ Responsible for supervision of Counseling & Social Work Interns, as well as, volunteers
- ❖ Contacted by University of Texas and St. Edwards University to supervise and mentor Interns
- ❖ Maintains contract reporting systems to the appropriate funders
- ❖ Ensures reports are submitted in a correct and timely manner
- ❖ Works with accounting department and directors to develop and implement budgets, monitor expenditures, and authorize purchases
- ❖ Represent CIS in a variety of community settings
- ❖ Develops and participates in interagency collaborations
- ❖ Coordinates agency wide programming
- ❖ Pursues, secures and equitably distributes new resources for CIS
- ❖ Participates in a team approach to service delivery and problem solving

Program Manager II: Sims Elementary School

August 2002-March 2005

- ❖ Developed new CIS program at Austin Independent School District Blueprint School
- ❖ Planned and implemented programs and social service delivery
- ❖ Provided counseling, crisis intervention, assessments, and referrals
- ❖ Conducted Home Visits
- ❖ Responsible for on-site supervision of CIS staff, Counseling & Social Work Interns, as well as, volunteers
- ❖ Developed special enrichment, educational, health, motivational and recreational activities for individual and group settings
- ❖ Implemented and coordinated Parenting Success Program
- ❖ Collaborated with school principal, faculty, and community agencies
- ❖ Contacted by University of Texas and St. Edwards University to supervise and mentor Interns
- ❖ Aligned with Texas Folk Life Resource for Summer Programming

Data Entry

May-August 2002

- ❖ Assisted various Program Managers with completing necessary end of school year computer entries and paper work
- ❖ Monitored students' files

Temporary Program Manager I: Zavala Elementary School

February-May 2002

- ❖ Planned and implemented programs and social service delivery
- ❖ Provided counseling, crisis intervention, assessments, and referrals
- ❖ Accomplished Home Visits
- ❖ Responsible for on-site supervision of CIS staff and mentors
- ❖ Developed special enrichment, motivational and recreational activities for individual and group settings
- ❖ Collaborated with school principal and faculty

Austin Independent School District, Austin, Texas

MSSW Intern: Zavala Elementary School

January-May 2001

- ❖ Assisted families with connecting to resources within the community
- ❖ Facilitated and co-facilitated counseling groups
- ❖ Provided individual counseling
- ❖ Assisted with peer mediation training
- ❖ Trained and supervised mentors
- ❖ Co-chaired school health fair
- ❖ Conducted individual mental health and social assessments
- ❖ Represented school in truancy court
- ❖ Participated in various school procedures and activities

Child Support Enforcement, Austin, Texas

Legal Assistant

January-April 1998

- ❖ Interfaced with child support enforcement investigators and attorneys
- ❖ Processed child support enforcement legal documents
- ❖ Trained and supervised client advocates

Client Advocate

August 1997-January 1998

- ❖ Communicated case status, acceptance or denial to parents
- ❖ Investigated the case and provided solutions to parents' inquiries

Client Development

September 1996-July 1997

- ❖ Answered incoming calls from 1-800 line and processed child support cases, within a team environment, for a privately owned child support company

Missouri Division of Family Services, St. Charles, Missouri

Income Maintenance Caseworker I

December 1995-June 1996

- ❖ Performed intake casework and case management
- ❖ Interviewed and processed clients' applications for state and federally funded programs

Head Start-Douglas Community Services, Hannibal, Missouri

Family Resource Advocate

October 1994-December 1995

- ❖ Coordinated services between families and providing agencies
- ❖ Facilitated life and parenting skills groups
- ❖ Assisted in the classroom
- ❖ Provided individual counseling and assessment
- ❖ Conducted home visits
- ❖ Supervised Head Start staff

Affiliations and Certifications

- ❖ Texas Certificate in Conflict Resolution
- ❖ Texas Licensed Social Worker-LMSW
- ❖ Member of Texas Association of Play Therapy

EDUCATION

THE UNIVERSITY OF TEXAS - Austin, TX
Master of Science in Social Work; Awarded May, 1995

DEPAUW UNIVERSITY - Greencastle, IN
Bachelor of Arts in Psychology; Awarded May 1991

LICENSE

Licensed Masters Social Worker, State of Texas, License # 27562

**PROFESSIONAL
PROFILE**

COMMUNITIES IN SCHOOLS, CENTRAL TEXAS, INC. - Austin, TX
Chief Program Officer 12/01 – Present

Responsible for overseeing the development and evaluation of 57 campus-based social service programs serving students at-risk for dropping out of school. Serve as contract manager for several major state, local, and private contracts. Responsibilities include hiring, supervising, training and evaluating direct service staff; grant writing; leading work groups; implementing organizational changes; program development and evaluation; strategic planning; and developing and maintaining community collaborations. Serve as liaison between agency and partners in the five school districts, State CIS office, Texas Education Agency, and the National CIS office. Represent CIS in public meetings, workgroups and committees.

Senior Program Specialist 6/00 – 12/01

Responsible for the design, coordination, supervision and management of several school-based social work initiatives. Procured and managed funding, hired/trained/supervised multiple staff, monitored services and contract compliance, and designed/generated reports. Responsible for developing and maintaining relationships with administrators from five rural school districts as well as local, state and federal funders.

Area Coordinator / Program Manager II - Barton Jr. High 8/96 – 6/00

Responsible for coordinating and overseeing the delivery of social services to ethnically diverse youth on a middle school campus as well as ensuring the implementation of CIS programming on two additional school campuses. Provided variety of therapeutic and social services including: individual, group and family counseling; crisis intervention, mediation and conflict resolution; student advocacy; home visits and parental education; volunteer coordination; and referrals to community resources. Responsible for program development in cooperation with school administration and faculty. Responsible for timely completion of required agency paperwork and maintaining accurate documentation. Supervised assigned CIS Program Managers, AmeriCorps members, interns and volunteers in areas including: professional support, human resource issues, report submission, personnel evaluations, paperwork compliance, and service programming. Responsible for initiating personnel actions for non-performance including termination. Served on CIS Management Team. Served as liaison for CIS with school district personnel.

Caseworker II - Hays High School 11/95-8/96

Provided social services to ethnically diverse at-risk youth in high school setting. Maintained caseload of individual clients, conducting individual and family therapy sessions. Facilitated nine therapeutic groups including: grief/loss groups, life skills groups, behavior management groups, and a support group for children of substance abusers. Provided crisis intervention services, assessments, and referrals to area resources as needed. Supervised two Master's level counseling students.

THE PAVILION AT ST. DAVID'S - Austin, TX **5/95-11/95****Program Therapist (Adult and Adolescent Units)**

Provided therapeutic and social services to adult and adolescent patients in a private psychiatric hospital setting. Served as member of treatment team, working closely with psychiatrists and medical staff. Completed extensive psychosocial assessments, treatment plans, discharge plans, and other required paperwork. Conducted individual, group, and family therapy with both adult and adolescent patients. Facilitated didactic education sessions, cognitive-behavioral training, staffings, and weekly treatment reviews. Designed and facilitated summer day camp for children diagnosed with ADHD.

THE KIDS EXCHANGE - Austin, TX **1/93-11/95****Supervisor, Office Staff (part-time position)**

Scheduled and oversaw court-ordered supervised visitation between non-custodial parents and their children. Provided emotional support to children and their family members. Worked closely with legal personnel in providing mediation services between divorced clients. Coordinated client billing and managed agency finances. Conducted intake interviews and assessments. Supervised and scheduled staff members.

**OTHER PROFESSIONAL
EXPERIENCE****CIS NATIONAL - MASTER TRAINER CERTIFICATION** – Alexandria, VA **4/06-Present**

- Completed intensive Master Trainer certification offered by Communities In Schools National Office.

PROFESSIONAL AWARDS, COMMITTEES AND MEMBERSHIPS

- Charles I. Wright Distinguished Alumni Award, University of Texas at Austin School of Social Work
- Texas Education Agency Paul Lane Award of Excellence
- Austin ISD Student Health Advisory Committee; Vice Chair, Chair Mental Health and Emotional Wellness Subcommittee
- Children and Youth Mental Health Planning Partnership Member
- University of Texas School of Social Work Alumni Network Board President
- University of Texas School of Social Work Advisory Council Member

CONFERENCE PRESENTATIONS

HUMAN SERVICES IN RURAL ENVIRONMENTS CONFERENCE – Austin, TX **6/27/01**
“Community Action Teams in a Rural Environment”

COMMUNITIES IN SCHOOLS TEXAS STATE CONFERENCE – San Antonio, TX **8/2/01**
“Developing an Effective Peer Mediation Program on a School Campus”

TEXAS PREVENTION & EARLY INTERVENTION CONFERENCE – Austin, TX **11/23/03**
“Developing an Innovative Agency Training Program”

TEXAS ASSOCIATION OF SCHOOL BOARDS & SCHOOL ADMINISTRATORS CONVENTION – Houston, TX **10/7/06**
“School Social Work: A Critical Connection for School Success”

Kirsten Siegfried
1404 East 13th Street
(512) 921-1215
kirsten.siegfried@gmail.com

WORK EXPERIENCE

Communities In Schools of Central Texas, Inc.

Austin, Texas

Director of Programs

2/06-present

I am responsible for ensuring the successful organization, implementation and supervision of the agency's programmatic activities. My duties include supervision of staff and service delivery, formulating and implementing budgets, and contract compliance. I actively seek new funding sources for existing projects and work to develop new projects that meet the needs of at-risk students. I have written successful grant proposals for support from public, private and corporate entities, and I have developed collaborative relationships with community partners and service providers. I work on building and improving agency management systems, and I represent the agency at community events, meetings, and coalitions.

Senior Program Coordinator

10/00-1/06

I managed several grants and coordinated a comprehensive family literacy project. I was responsible for overseeing a team of 12 and for all logistical and programmatic needs of a collaboration of early childhood education, adult education, and parenting education service providers. I wrote successful grant proposals for support at the local, state and federal level.

Adult Education Coordinator

1/99-9/00

I designed curricula, compiled classroom materials, supervised and coordinated three adult education classes: Adult Basic Education, English as a Second Language – Beginning, and English as a Second Language – Intermediate, with an emphasis on family literacy. I maintained and facilitated a student computer lab and taught beginning computer skills.

Universidad del Noroeste

8/98-12/98

Hermosillo, Sonora Mexico

Instructor

I contributed to the curricula and the classroom materials and taught EFL classes at low and high intermediate levels, with an emphasis on communicative and academic skills in a university setting.

Texas Intensive English Program

3/97-8/98

Austin, Texas

Instructor

I contributed to the curricula and the classroom materials and taught ESL classes at a variety of levels, with an emphasis on either academic skills for international university students or communication skills for international professionals.

Austin Independent School District

10/96-5/97

Austin, Texas

Community Education Instructor

I taught intermediate and beginning ESL classes for adult immigrants, with an emphasis on survival English proficiency in the United States.

Universidad Autónoma de Campeche

6/95-8/95

Campeche, Campeche Mexico

Instructor

I designed the curricula, compiled the classroom materials and taught three classes: a Workshop for Mexican Teachers of English, Beginning English for Children and Advanced English Conversation and U.S. Culture.

Inlingua School of Languages

1/94-7/94

Austin, Texas

Instructor

I taught intermediate and advanced ESL classes for international professionals.

EDUCATION

The University of Texas at Austin

Master of Arts, Foreign Language Education, August 1996

Earlham College

Bachelor of Arts, English, May 1992

Universidad de Cantabria, Universidad de Valencia

Spain, 1990

Academic Distinctions

Phi Beta Kappa, spring 1996

Earlham College Departmental Honors, spring 1992

National Merit Scholar Semi-finalist, spring 1988

TRAINING

Early Childhood Development and Education

Adult Education

Parenting Education

Family Literacy

Supervision and Leadership

Non-profit management

SKILLS

Computer Literate: Microsoft Word, Power Point, and Excel

Languages: English and Spanish

References available upon request



Communities
In Schools

Central Texas

Accountant

SUMMARY:	Performs technical accounting work such as recording, classifying, and examining financial records, documents or reports. Due to administrative requirements, this position is not eligible for the agency summer break.
EDUCATION:	College degree in accounting or finance is required, plus a minimum of five years experience performing accounting functions and tasks, with at least one year computerized accounts payable experience.
DOL STATUS:	Exempt
EEO CATEGORY:	Administrative
REPORTING STRUCTURE:	This position is supervised by the Chief Financial Officer
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none">• Classifies, codes, posts and balances financial accounting documents and records• Compiles financial reports pertaining to expenditures using spreadsheets• Calculates, prepares and issues bills, invoices, account statements and other financial statements according to established procedures• Performs all accounts payable functions, including processing invoices for payment, reconciling discrepancies and preparing checks for payment• Communicates with vendors and customers as necessary• Prepares and enters journal vouchers to the accounting system• Reconciles general ledger accounts and bank statements, researches discrepancies and reports findings• Assists in preparing the annual financial budget• Performs periodic year-to-date budget projections and budget to actual variance analysis• Prepares deposits to the back account and assists in maintaining cash control records• Performs monthly payroll procedures• Performs related duties as assigned by the Chief Financial Officer.
SPECIFIC JOB COMPETENCIES:	<ul style="list-style-type: none">• Demonstrate agency core competencies• Communication<ul style="list-style-type: none">• Understand the purpose of communication and use appropriate method of communication for the situation

- Use clear and specific language utilizing "I" statements
- Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
- Respond to phone and email messages in a timely manner
- Use discretion when sharing information
- Establish a system for information sharing and follow-up
- Computer Skills
 - Demonstrate basic office automation skills in order to fulfill job responsibilities
 - Seek out formal or informal training to increase computer skills to more effectively perform job functions.
 - Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations.



Communities In Schools

Central Texas

Administrative Assistant ***Middle School Matters***

SUMMARY: Responsible for administrative duties related to the Middle School Matters program. Responsible for database management, reports, and scheduling. Non-profit experience preferred.

EDUCATION: High School diploma or equivalent is required; BA preferred. Minimum of two years' experience in an office or school setting is required.

DOL STATUS: Non-Exempt

EEO CATEGORY: Office/Clerical

**REPORTING
STRUCTURE:** This position may be supervised by the Program Coordinator, Senior Program Coordinator or other manager as assigned.

**ESSENTIAL
FUNCTIONS:**

- Provide general administrative and clerical duties
- Provide administrative support to manager(s)
- Organize and maintain appropriate files
- Generate reports, mailing labels and letters from appropriate database(s)
- Keep manager informed about all aspects of the campus office and administrative conditions and situations
- Promote and maintain agency culture, standards and systems
- Perform all other duties as required

**SPECIFIC JOB
COMPETENCIES:**

- Demonstrate agency core competencies.
- Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- Computer Skills
 - Demonstrate basic office automation skills in order to fulfill job responsibilities
 - Seek out formal or informal training to increase computer skills to more effectively perform job functions.
 - Compile notes and other written information to share with co-workers and new staff to solve reoccurring computer issues and questions.
 - Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations.



Communities
In Schools

Central Texas

CIS of CT AmeriCorps

Member Position Description



It is against the law for organizations that receive federal financial assistance from the Corporation for National Service and Community Service and the OneStar Foundation to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or, in most programs, religion.

Communities In Schools of Central Texas is a non-profit corporation that delivers social services to students at all grade levels with the goal of removing barriers to education. CIS of CT exists to help young people learn, stay in school, and prepare for a successful life by providing school-based social services and links to community resources.

AmeriCorps is America's National Service initiative. Through AmeriCorps, individuals of all ages and backgrounds address the nation's education, public safety, environment, and/or human needs through service. The main focus areas of AmeriCorps include: getting things done, strengthening communities, encouraging responsibility, and expanding opportunity. CIS of CT AmeriCorps members contribute to this effort by working with students who are at risk of dropping out. Members provide mentoring, tutoring, and other varied activities, which contribute to the success of the student in school. Members will receive training in a variety of areas to support and enhance the member's service to the students in a professional school environment. This training will include, but is not limited to: CPR and First Aid, tutoring/mentoring skills, and self-development.

A. AmeriCorps Member Qualifications

Members will have the following qualifications

1. 18 years or older
2. U.S. citizen, or U.S. national or lawful permanent resident of the United States
3. Have a high school diploma/GED
4. Commitment to community service and ability to provide service for the complete program year

B. Essential Functions

All of the following duties and responsibilities are essential position functions subject to reasonable accommodations. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform other position-related instructions within the scope of their normal service activities as requested by their supervisor (Program Manager and/or AmeriCorps Program Coordinator) in alignment with the grant and not unallowable or prohibited activities and subject to reasonable accommodation.

1. Act as a positive role model to students in the CIS program
2. Provide direct services to CIS students (tutoring and mentoring) to a caseload of 20 students (full-time members) and 12 students (half-time members) for the purpose of improving academic success
3. Facilitate students in service learning projects and service days, such as Martin Luther King Jr. Day, and Make A Difference Day
4. Document service activities according to program requirements
5. Facilitate a volunteer recruitment session
6. Assist the Program Manager in acquiring resources to support service delivery on campus

C. Knowledge, Skills, and Abilities

1. Ability to maintain professional boundaries with students, peers, and supervisors
2. Willingness to learn and attend all AmeriCorps trainings
3. Ability to provide academic support and mentor elementary or middle school aged students as determined by the interview and application
4. Enjoy working with children and/or adolescents
5. Ability to interact professionally with school and CIS staff, students, fellow members, and the community
6. Experience and/or interest in working on issues within our community
7. Effective communication skills
8. Willingness to be an active team member, and ability to work in a diverse team
9. Good organizational skills and ability to follow through with assigned tasks
10. Flexible and enjoy service to the community
11. Willingness to work toward a sense of community with co-workers and the school community

D. Campus Sites

Members are assigned to campus sites based on the preferences indicated in the member application, member interview, and campus information. Members will report directly to their Program Manager and AmeriCorps Program Coordinator. Members will complete a minimum of 43-45 hours (full-time members) or 23-25 hours (half-time members) of service per week during the program year. Of the total required hours a maximum of 20% of these hours may be training, education, or other similar approved activities. A maximum of 10% may be for fundraising which directly benefits the CIS of CT AmeriCorps program. In order to successfully complete the CIS of CT AmeriCorps program, members should meet the following benchmark hours on a monthly basis:

	Half-time Members		Full-Time Members	
September 30, 2013	(79)	79 Hours	(141)	141 Hours
October 31, 2013	(106)	185 Hours	(189)	330 Hours
November 30, 2013	(80)	265 Hours	(151)	481 Hours

December 31, 2013	(66)	331 Hours	(125)	606 Hours
January 31, 2014	(92)	423 Hours	(164)	770 Hours
February 28, 2014	(90)	513 Hours	(166)	936 Hours
March 31, 2014	(67)	580 Hours	(123)	1,059 Hours
April 30, 2014	(99)	679 Hours	(183)	1,242 Hours
May 31, 2014	(94)	773 Hours	(174)	1,416 Hours
June 30, 2014	(90)	863 Hours	(170)	1,586 Hours
July 31, 2014	(52)	915 Hours	(125)	1,711 Hours

Members who fall forty hours (full-time) or twenty hours (half-time) below the minimum hour benchmark will receive a written warning and must make up the hours to meet the benchmark set for the following month. The following month, if the benchmark is not met, the member must complete a Service Hours Contract with a plan for gaining the necessary hours. The third month the benchmark is not met; the member will be placed on **suspension or terminated** from the program. **If the member completes the minimum 1,700 hours (full-time members) or 900 hours (half-time members) prior to the end of the service agreement date, the member is contracted to serve a minimum of 20 hours per week (full-time members) or 10 hours per week (half-time members) until July 31, 2014.**

E. Service Projects and Training Requirements

Members are required to participate in three (3) service projects during their term of service. If a member is unable to participate in one of the scheduled service projects, they must arrange an alternative service project with their AmeriCorps Program Coordinator.

Members are required to participate in monthly Resource Days. If a member is unable to attend, they must contact their AmeriCorps Program Coordinator.

F. Principal Working Relationships

Members are expected to work productively and effectively with other CIS of CT AmeriCorps members, CIS of CT staff members, and school staff.

G. Service Conditions

Members work in elementary and middle schools with students on a one-to-one or small group basis. By serving in a school environment all CIS of CT AmeriCorps members have recurring access to vulnerable populations. School environments are very structured and members must be able to adapt to school schedules and other requirements. School day schedules may change unexpectedly due to assemblies, substitute teachers, etc. Members must be flexible in the face of these changes.

H. Physical, Emotional, and Intellectual Demand

Service with the CIS of CT AmeriCorps program is highly interpersonal and requires that members work well with others. Members must be able to accommodate

changing work conditions and diverse points of view. Physical demands are similar to what a teacher or social worker experiences.

I. Equipment Used

Computers, laminators, copiers, die-cuts, and other teaching related equipment typically found in school settings

J. Other

In the event of a local, state, or federal disaster declaration, AmeriCorps members may occasionally need to deploy to an affected area (in-state or out-of-state) to participate in response or recovery operations for up to 60 days. During this time, service hours spent in response to that event may be counted towards the total required member hours of a given member. Any given member will spend no more than 120 days on disaster related activities in a given member year without the prior consent of the OneStar Foundation unless otherwise specified in the program's approved grant and program design (in the case of programs with a Disaster focus area).



Communities
In Schools

Central Texas

Caseworker

SUMMARY:	Responsible for assisting the campus Program Manager in the delivery of CIS services.
EDUCATION:	Master's degree in social work, counseling/guidance, or related field or BSW with at least five year's relevant experience.
DOL STATUS:	Exempt
EEO CATEGORY:	Professional
REPORTING STRUCTURE:	This position is supervised by the campus Program Manager. If assigned to more than one campus, the person is responsible to both the Program Managers, with one being designated as the official supervisor for evaluation purposes. May be supervised by a Program Coordinator or Senior Program Coordinator.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none">• Assist campus Program Manager in delivery of social services• Provide crisis intervention, assessments, referrals, individual and group counseling/supportive guidance• Provide outreach to families and communities• Complete paperwork as required by funding sources• Prepare and submit reports as needed• Coordinate special enrichment, motivational and recreational activities• Collaborate with the campus team of Program Manager, teacher and campus administration to develop an individual plan for each student• Participate in the CIS team approach to service delivery and problem solving• Promote and maintain agency culture, standards, and systems• Must have reliable transportation• Perform other activities and duties as directed by his/her supervisor
SPECIFIC JOB COMPETENCIES:	<ul style="list-style-type: none">• Demonstrate agency core competencies• Clinical Skills<ul style="list-style-type: none">• Assess client needs and strengths with accuracy• Plan, implement and evaluate effective interventions and service plans• Use effective therapeutic communication skills (active listening, open-ended questions, non-judgmental, client-centered, empathy, conflict resolution, de-escalation)• Maintain professional boundaries and awareness of personal values• Seek out professional consultation and supervision

- Document clinical services in accordance with CIS and professional standards
- Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- Teaching and Training
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
 - Incorporate a process of feedback to evaluate effectiveness
 - Create clear objectives and expectations

Communities In Schools of Central Texas is an equal opportunity employer.



Communities
In Schools

Central Texas

Position Description

Chief Executive Officer

Reporting to the agency's Board of Directors, the Chief Executive Officer has primary responsibility for achieving all elements of the Communities in Schools of Central Texas' (CIS) strategic plan including the mission, vision, values, goals and strategies while overseeing all operations of the agency.

Major Responsibilities—An Overview

- Articulate CIS's vision for the future, enabling others to see where the organization is going and how it will get there;
- Recognize the fundraising and fund development landscape with a charter to drive more cash into CIS through a broad array of channels – this is a critical area of responsibility;
- Provide professional and inspirational leadership to sustain a mission-driven organization;
- Assume the initiative, in partnership with the Board of Directors, to define the organization's long-term goals and strategic focus;
- Maintain an effective understanding of the field of social work in the educational environment, including changes and trends, and act to develop the agency's full potential;
- Work closely with the CFO and department managers to develop an annual operating plan and budget that implements the agency's intermediate and long-term goals;
- Monitor and report on the achievement of long-term goals and annual plans;
- Monitor and ensure all legal, contractual and governmental compliance of the agency to constituent requirements;
- Propose organizational goals and objectives prior to each fiscal year; and
- Nurture a culture that builds collaboration among employees, sets a standard for high productivity and encourages continued professional development of all employees.

Qualifications:

- Bachelor's degree from an accredited institution, with preferably a Master's degree with a business background;
- At least 10 years of progressively responsible leadership experience in the field of social work, education and/or non-profit;
- Demonstrated success in leading a non-profit organization to new levels through creative and effective funding strategies and programs;
- Demonstrated success as a manager of operations and personnel;
- Demonstrated success in developing and managing programs;
- Demonstrated success in outreach to external stakeholders; and
- Excellent interpersonal organizational, analytical and communication skills.

Breadth of Responsibilities

Fund Development

- Provide overall staff leadership and board partnership in fund development planning, including fundraising grants, individual contributions, foundation and corporate giving, special events, membership campaigns, capital campaigns, and in-kind donations;
- Establish an annual fund development plan with fundraising goals, strategies, action items, timelines, and assigned responsibilities;
- Provide leadership in implementing the annual fund development plan to achieve the established goals;
- Participate directly in fundraising activities including meeting with donors and prospective donors to ask for support;
- Monitor and regularly report on fundraising accomplishments and future action items;
- Provide direction and support board member involvement in fund development activities; and
- Assist in identifying and soliciting donors.

Relationship with the Board of Directors

- Work in partnership with the board to accomplish the CIS strategic plan;
- Make recommendations to the board to improve existing policies;
- Make sound recommendations for board action;
- Facilitate the decision-making process for the board;
- Keep the board informed of organizational activities, progress, opportunities, and problems;
- Provide timely reports of organizational operations; and
- Be open and receptive to board member ideas and suggestions.

Fiscal Management

- Work with the Chief Financial Officer and department managers along with the board of directors to prepare a balanced annual budget;
- In cooperation with the CFO and management team, complete the year with a balanced budget ;
- Ensure that fiscal management complies with all legal requirements.

Program Oversight

- Assess the needs of the organization and its clients;
- Assist in developing annual program plans, in conjunction with the program directors;
- Develop and implement methods for program evaluation, working closely with the program directors;
- Grow relationships with entities contracting CIS services, such as local school districts and governmental agencies; and
- Stay abreast of potential new sources of program revenues, grants and contracts that have developmental potential;
- Ensure all core functions are implemented effectively.

Human Resources

- Assist in proposing the personnel strategy for the organization;
- Oversee adherence to and effectiveness of personnel policies;
- Evaluate and recommend the need for staff positions;
- Ensure organizational compliance with laws regarding employees; and
- Recommend overall salary budgets to the Board of Directors.

Community and Volunteer Relations

- Provide overall staff leadership in building and maintaining strong and positive relationships with community groups and organizations, governmental agencies, funders, corporate supporters, and other stakeholders in the agency's future;
- Serve as the organization's primary ambassador and spokesperson, actively promoting CIS and representing it in a positive a professional manner to the community;
- Understand and articulate the value of volunteers to the agency's mission; and
- Create an organizational environment in which volunteers are regularly recognized for their contributions.

Marketing

- Provide overall staff leadership in the areas of market research, market planning, pricing, promotion, communications, and public relations;
- Develop and maintain a positive relationship with the media; and
- Serve as the primary spokesperson for the organization to insure the agency's visibility and value to the community.

Leadership Attribute Requirements

- Ability to create and communicate a clear vision based on internal and external variables;
- Ability to translate that vision into an action plan;
- Flexibility to change course if circumstances change;
- Ability to inspire, influence, motivate and teach individuals and groups about the agency's mission, vision, strategies, goals and plans, ensuring operational alignment;
- Create a winning atmosphere where people genuinely understand and are excited about working at CIS;
- Create an atmosphere where employees experience opportunities to grow, take risks, create, contribute and learn;
- Conduct himself/herself in a manner which consistently earns the trust and respect of all CIS employees;
- Encourage and reward diverse styles;
- Demonstrate strong operating skills and execute them consistently;
- Provide accurate budgets;
- Openly confront issues, not rationalizing shortfalls, holding employees accountable;
- Aggressively manage unforeseen difficulties and
- Create a spirit of teamwork and fun!

Communities In Schools of Central Texas is an equal opportunity employer.



Communities
In Schools

Central Texas

Chief Financial Officer

- SUMMARY:** Responsible for Accounting Department and supervision of the accounting department staff, grants/contracts compliance, and fiscal reports. Able to fit with the value base of a human service organization. Due to administrative requirements, this position is **not** eligible for the agency summer break.
- EDUCATION:** Master's Degree or bachelor's degree with four years experience and a minimum of 30 hours in accounting coursework can substitute.
- DOL STATUS:** Exempt
- EEO CATEGORY:** Official/Manager
- REPORTING STRUCTURE:** This position is supervised by the Chief Executive Officer and supervises accounting department staff.
- ESSENTIAL FUNCTIONS:**
- Performs the duties of the Chief Financial Officer
 - Strong accounting skills; highly knowledgeable and flexible in technical applications
 - Supervise and/or perform all accounting tasks
 - Monitor grants, contracts and other funding entities for compliance with regulations
 - Accurately prepare and submit fiscal reports on a timely basis
 - Accurately prepare and submit tax reports and payments on a timely basis
 - Seek to maximize revenue from each contract through budgetary projections, familiarity with federal and state regulations, and application of accounting principles
 - Develop budgets and spreadsheets for each contract; monitor expenditures on a monthly basis
 - Participate on Board Finance Committee
 - Prepare and provide financial reports to contract and program managers and to Managing Directors in a timely manner
 - Coordinate with independent auditors and develop and maintain strong positive relationship with funders
 - Maintain Financial Management Manual
 - Keep Chief Executive Officer informed about all aspects of the accounting department and staff
 - Promote and maintain agency culture, standards, and systems
 - Performs all other duties as required by the Chief Executive Officer

**SPECIFIC JOB
COMPETENCIES:**

- Demonstrate agency core competencies.
- Communication Skills
 - Understand the purpose of communication and use appropriate method of communication for the situation.
 - Respond to phone and email messages in a timely manner.
 - Use discretion when sharing information.
- Computer Skills
 - Demonstrate basic office automation skills in order to fulfill job responsibilities.
 - Seek out formal or informal training to increase computer skills to more effectively perform job functions.
 - Demonstrate an increased proficiency over time with the basic use of computer equipment and standard software operations.
- Public Relations
 - Adapt to changing situations and recognize the political and relational implications of actions
 - Build relationships and utilize various networks and community connections to get desired results.
- Strategic Planning
 - Continually gather and analyze information from external and internal environments.
 - Use information to anticipate potential challenges and changes.
 - Use a wide range of information to set goals and priorities.
 - Demonstrate leadership and initiative throughout this process.
- Supervisory Skills
 - Provide direction and structure to support supervisees' work.
 - Model excellence in core competencies and professional behavior.
 - Maintain balance of work tasks and supervisee support.
 - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee.
 - Provide clear and consistent expectations and communication



Communities
In Schools

Central Texas

Chief Program Officer

SUMMARY:

The Chief Program Officer is responsible for the overall service delivery to clients and works closely with the Chief Executive Officer in the administration and direction of the agency. Demonstrated management experience; good organizational skills; grant and contract writing; grant and contract administration; experience with schools, program evaluation, and curriculums. Due to programming requirements, this position is **not** eligible for the agency summer break.

EDUCATION:

MSW or comparable degree. A minimum of four years experience managing human service programs with an emphasis on children, youth and families.

DOL STATUS:

Exempt

EEO CATEGORY:

Official/Manager

REPORTING STRUCTURE:

This position is supervised by the Chief Executive Officer. Supervises Director of Programs, level services directors, senior program coordinators, Data Quality and Standards Coordinator and other staff as determined by the Chief Executive Officer.

ESSENTIAL FUNCTIONS:

- Serve as contract manager for core services contract
- Implement program planning and improvements through providing leadership, vision, and goals
- Establish and maintain a positive relationship with school administration
- Serve as interface to funders to assure implementation of program requirements
- Supervise evaluation spectrum including data collection, data entry, reporting, analysis, and accountability
- Seek and write new (and renewal) grants and proposals
- Assure continuity with staff during summer transitions re: campus plans, summer service requirements, campus closures, etc.
- Write reports and white papers
- Attend community meetings, form alliances
- Represent the Chief Executive Officer in the community and with other agencies
- Identify potential problems; work with others to implement solutions
- Participate in the CIS team approach to service delivery and problem solving
- Promote and maintain agency culture, standards, and systems
- Performs other activities and duties as assigned by the Chief Executive Officer

**SPECIFIC JOB
COMPETENCIES:**

- **Demonstrate agency core competencies**
- **Communication**
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- **Public Relations**
 - Communicate articulately, knowledgeably, and appropriately for the audience
 - Adapt to changing situations and recognize the political and relational implications of actions
 - Use personal magnetism to maximize agency visibility and get client results
 - Build relationships and utilize various networks and community connections to get desired results
- **Strategic Planning**
 - Continually gather and analyze information from external and internal environments
 - Use information to anticipate potential challenges and changes
 - Use a wide range of information to set goals and priorities
 - Demonstrate leadership and initiative throughout this process
- **Supervisory Skills**
 - Provide direction and structure to support supervisees' work
 - Model excellence in core competencies and professional behavior
 - Maintain balance of work tasks and supervisee support
 - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
 - Provide clear and consistent expectations and communication.
- **Teaching and Training**
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
 - Incorporate a process of feedback to evaluate effectiveness
 - Create clear objectives and expectations



Communities
In Schools

Central Texas

Clinical and Professional Development Coordinator

SUMMARY:

Responsible for planning, organizing and implementing client-focused professional development and clinical supervision for campus and project staff, including age-specific training and group consultation by issue area. Activities include staffing cases, program sharing, mentoring new Program Managers and providing LCSW supervision. Also responsible for delivering quality professional development to all staff in the agency, serving as a key member of the Training Team. Requires a high level of integrity, trust and cultural sensitivity.

EDUCATION:

MSW with five or more years providing direct clinical services to children and families and five or more years experience as an approved LCSW supervisor.

DOL STATUS:

Exempt

EEO CATEGORY:

Professional

REPORTING STRUCTURE:

This position is supervised by the Chief Program Officer

ESSENTIAL FUNCTIONS:

- Provide clinical supervision, consultation and professional development opportunities for all staff within the agency providing direct service to clients
- Ensure that the highest standard of clinical care is delivered to clients
- Ensure that staff is providing clinical services in accordance with the NASW Code of Ethics and all applicable local, state and federal laws
- Develop annual professional development plan for the agency in conjunction with the Training Team
- Serve as liaison with university programs that place interns in the agency
- Advise the Chief Program Officer about clinical priorities and pressures facing agency staff
- Facilitate meetings and communication of the Ethics Committee
- Engage in opportunities to provide direct clinical services when appropriate
- Promote and maintain agency culture, standards, and systems
- Participate in the CIS team approach to service delivery
- Perform other duties as required by the Chief Program Officer or Chief Executive Officer
- Must have reliable transportation

SPECIFIC JOB COMPETENCIES:

- Demonstrate agency core competencies
 - Model excellence in core competencies and professional behavior
- Clinical Skills
 - Assess client needs and strengths with accuracy

- Plan, implement and evaluate effective interventions and service plans
- Use effective therapeutic communication skills (active listening, open-ended questions, non-judgmental, client-centered, empathy, conflict resolution, de-escalation)
- Maintain professional boundaries and awareness of personal values
- Seek out professional consultation and supervision
- Document clinical services in accordance with CIS and professional standards
- Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- Teaching and Training
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
 - Incorporate a process of feedback to evaluate effectiveness
 - Create clear objectives and expectations



Communities
In Schools

Central Texas

Data Entry Specialist

SUMMARY:

The Data Entry Specialist is responsible for assisting Program Managers with entering client data into the CIS/TEA database. The Data Entry Specialist must be personable, conscientious, dependable, courteous, accurate and efficient; must be able to follow directions and work independently with minimal supervision.

EDUCATION:

High school diploma or equivalent is required. Demonstrated knowledge of computers, computer applications, databases and report generators.

DOL STATUS:

Non-exempt

EEO CATEGORY:

Administrative

REPORTING STRUCTURE:

This position is supervised by the Data Quality and Standards Coordinator but is also responsible to Program Managers when on their campus.

ESSENTIAL FUNCTIONS:

- Assists campus staff in entering client data into TEA database
- Runs data reports as necessary to ensure accuracy
- Keeps Chief Program Officer and Data Quality and Standards Coordinator informed about all aspects of the campus conditions and situations regarding client data
- Must have reliable transportation
- Promote and maintain agency culture, standards, and systems
- Performs all other duties as required by the Chief Program Officer or Data Quality and Standards Coordinator

SPECIFIC JOB COMPETENCIES:

- Demonstrate agency core competencies
- Communication Skills
 - Demonstrate awareness and sensitivity by determining and using the appropriate method of communication for the situation
 - Understand the purpose of the interaction, stay relevant, use clear and specific language using "I" statements
 - Display active listening/receiving skills including reflecting, body language, asking for clarification, responsive, approachable
 - Respond to messages (phone and e-mail) in a timely manner
 - Adapt to the needs and reality of the people you communicate with including method of communication

- Use discretion when sharing information
- Be diplomatic/use conflict resolution skills
- Establish system for information sharing/follow up
- Be direct and honest in all interactions
- Computer Skills
 - Technical skills: knowing basic windows (copy/paste/save/search), parts of computer (CPI and monitor), programs used in your job (excel, e-mail, database), jargon (minimize/maximize)
 - Trouble shooting skills: system of steps including help menu, reboot, ask a coworker, deductive skills (stop, think, try it again), manual, tracking error messages, and last resort, Manuel
 - Organizational Skills: files and folder, desktop, mailboxes, emptying trash, naming and renaming files
 - Adaptability: willingness to learn new things, ability to apply known concepts in new situations/programs, recognizing human error.
- Teaching and Training
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
 - Incorporate a process of feedback to evaluate effectiveness
 - Create clear objectives and expectations



Communities
In Schools

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Data Quality and Standards Coordinator

SUMMARY:	The Data Quality and Standards Coordinator is responsible for the management, configuration and maintenance of the agency's client data collection systems. Also responsible for providing some technical assistance and related computer training to staff. Serves as agency liaison with TEA database and security administrator.
EDUCATION:	At least three years' relevant experience in complex data management and analysis required; five years preferred. High school diploma or GED required; Bachelor's degree preferred. Must be proficient with database management and Microsoft Office products.
DOL STATUS:	Non-exempt
EEO CATEGORY:	Administrative
REPORTING STRUCTURE:	This position is supervised by Chief Program Officer. May supervise data entry staff.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none">• Responsible for management of agency electronic data collection systems• Provide on-going training and assistance to staff on database application, contractual record keeping requirements and related contract compliance issues• Create and monitor systems to ensure agency data is entered accurately and within required timeframes• Communicate with individual staff and supervisors if data is not submitted in a timely or accurate manner• Develop and facilitate systems to monitor required record keeping and related TEA contractual obligations• Generate regular and ad hoc reports• Integrate evaluation information into public relations and fundraising literature in conjunction with the development department• Assist with program evaluation efforts in conjunction with Chief Program Officer and/or independent evaluators• Serve on team that prepares Annual Program Report for Board of Directors and other public entities• Promote and maintain agency culture, standards, and systems• Perform other duties as assigned by the Chief Program Officer

**SPECIFIC JOB
COMPETENCIES:**

- Demonstrate agency core competencies
- Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- Computer Skills
 - Demonstrate basic office automation skills in order to fulfill job responsibilities
 - Seek out formal or informal training to increase computer skills to more effectively perform job functions.
 - Compile notes and other written information to share with co-workers and new staff to solve reoccurring computer issues and questions.
 - Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations
- Strategic Planning
 - Continually gather and analyze information from external and internal environments
 - Use information to anticipate potential challenges and changes
 - Use a wide range of information to set goals and priorities
 - Demonstrate leadership and initiative throughout this process
- Supervisory Skills
 - Provide direction and structure to support supervisees' work
 - Model excellence in core competencies and professional behavior
 - Maintain balance of work tasks and supervisee support
 - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
 - Provide clear and consistent expectations and communication
- Teaching and Training
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
 - Incorporate a process of feedback to evaluate effectiveness
 - Create clear objectives and expectations



Communities
In Schools

Central Texas

Director of Communications

SUMMARY:

The Director of Communications works closely with the Chief Executive Officer and agency leadership team to transform agency accomplishments and challenges into articulate and useful messages and disseminate the messages to the appropriate internal and external stakeholders through multiple distribution channels. This position plays a key role in increasing both community awareness and employee engagement. The Director of Communications must thrive in a fast-paced environment and quickly comprehend and act on changing priorities when necessary. The Director of Communications must be a self-starter, a relationship-builder and enjoy creating and implementing new initiatives as well as demonstrating a sincere commitment to working collaboratively with a variety of stakeholders including staff, board members, volunteers, public and private funders, individual donors, community leaders and other supporters. The Director of Communications must be a mission-oriented individual, able to respectfully and sensitively communicate the nature of the agency's work, particularly the work with clients.

EDUCATION & QUALIFICATIONS

Required: Bachelor's degree in Communications, Journalism or related degree **plus at least five years** of demonstrated results in a professional setting with hands-on experience in creating communications strategy; experience using traditional media, social media and online tools; excellent writing/editing, public speaking, design/layout, graphics and production (print, media, video) skills, demonstrated MS Office, Adobe Photoshop, Adobe InDesign, MS Publisher, HTML skills.

Highly preferred: Ability to develop bilingual Spanish/English messaging; experience working with or volunteering with a community based non-profit organization

DOL STATUS:

Exempt

EEO CATEGORY:

Professional

REPORTING STRUCTURE:

This position is supervised by the Chief Executive Officer

ESSENTIAL FUNCTIONS:

- Plan and implement an external communications plan using a variety of tools to promote organizational mission, goals, and community impact to different stakeholder groups
- Plan and implement an internal communications plan using a variety of tools to highlight employee and program/department activities and accomplishments to promote a higher level of employee awareness and engagement
- Serve as a reporter, interviewer, writer, and editor collecting news and information including editorial material on programmatic and operational news from external and internal sources
- Manage external and internal social media messaging to ensure that new and consistent information (article links, stories and events) is posted regularly
- Manage webpage and intranet maintenance to ensure that new and consistent information (article links, stories and events) is posted regularly

- Evaluate the effectiveness of external and internal communications activities including tracking and measuring the level of engagement through various channels over time
- Serve as the agency media contact and coordinate media events
- Manage photography/videography for agency events and activities for use in publications; ensure appropriate releases are signed and filed
- Maintain graphics and photo/video files
- Maintain agency style, logo and brand guidelines
- Promote and maintain agency culture, standards, and system
- Participate in the CIS team approach to service delivery and problem solving
- Perform all other duties as required by the Chief Executive Officer

*Due to the requirements of this position, the Director of Communications is **not** eligible for the summer break.*

SPECIFIC JOB COMPETENCIES:

- **Demonstrate agency core competencies.**
- **Communication**
 - Understand the purpose of communication and use appropriate method of communication for the audience and situation
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- **Strategic Planning**
 - Continually gather and analyze information from external and internal environments
 - Use information to anticipate potential challenges and changes
 - Use a wide range of information to set goals and priorities
 - Demonstrate leadership and initiative throughout this process
- **Public Relations**
 - Communicate articulately, knowledgeably, and appropriately for the audience
 - Adapt to changing situations and recognize the political and relational implications of actions
 - Build relationships and utilize various networks and community connections to get desired results
- **Computer Skills**
 - Demonstrate appropriate skills and abilities in order to fulfill job responsibilities
 - Seek out formal or informal training to increase computer skills to more effectively perform job functions.
 - Compile notes and other written information to share with co-workers and new staff to solve reoccurring computer issues and questions.
 - Demonstrate an increase in proficiency over time



Communities
In Schools

Central Texas

Director of Human Resources

SUMMARY:

Responsible for all areas of human resources management including training. Must be constantly aware of social and legal employment trends affecting the human resources function of the agency. Continually searches for high quality, competitively priced benefits. Must be discreet and maintain positive relationships with the staff and public. Able to fit with the value base of a human service organization. Due to administrative requirements, this position is **not** eligible for the agency summer break.

EDUCATION:

Bachelor's degree in Human Resources, Organizational Development, Communication, or other related field required. PHR or SPHR preferred. Minimum of five years progressively responsible experience in general human resources administration and/or management.

DOL STATUS:

Exempt

EEO CATEGORY:

Administrative

REPORTING STRUCTURE:

This position is supervised by the Chief Executive Officer. Supervises the Human Resources Associate and Receptionist. May supervise interns or volunteers.

ESSENTIAL FUNCTIONS:

- Consult with and advise senior management team and Board of Directors, as appropriate, about issues and policies pertaining to human resources
- Keep senior management team and staff apprised of current employment laws and their implications for the agency
- Consult with and provide support to managers and staff about personnel issues including documentation of performance issues
- Provide ongoing training to managers and staff in the areas of human resources including policies; paperwork requirements, sexual harassment and other EEO issues, drug-free workplace, ADA, general safety, etc.
- Orient new employees, including initial paperwork, agency policies and procedures, forms, benefits, etc.
- Procure and administer employee benefits including major medical and dental plans, 403(b), EAP, and all other insurance products and employee benefits
- Manage agency communications including production of the *Apple Juice* and the agency calendar
- Coordinate agency hiring process
- Coordinate personnel evaluation process including keeping all job descriptions and evaluation forms up to date
- Coordinate employee recognition programs

- Keep Personnel Policies and SOP current, informing staff of substantive changes
- Consult with the Chief Executive Officer about compensation issues and periodically perform a market analysis of wages and benefits in the Austin area
- Serve as staff liaison to Board of Directors Personnel Committee
- Ensure that personnel records are collected and stored in compliance with federal and state laws, as well as contractual requirements
- Ensure accuracy of electronic database of personnel records, producing reports and employee statistics when necessary
- Serve as backup for payroll records and processing
- Serve as a member of the Management Council, Training Team, Retreat Planning Committee and Staff Recognition Committee
- Promote and maintain agency culture, standards, and systems
- Perform all other duties as required by the Chief Executive Officer

SPECIFIC JOB COMPETENCIES:

- Demonstrate agency core competencies.
- Communication Skills
 - Understand the purpose of communication and use appropriate method of communication for the situation.
 - Use clear and specific language utilizing "I" statements.
 - Display active listening skills.
 - Respond to phone and email messages in a timely manner.
 - Use discretion when sharing information.
 - Establish a system for information sharing and follow-up.
- Computer Skills
 - Demonstrate basic office automation skills in order to fulfill job responsibilities.
 - Seek out formal or informal training to increase computer skills to more effectively perform job functions.
 - Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations.
- Public Relations
 - Communicate articulately, knowledgeably, and appropriately for the audience
 - Adapt to changing situations and recognize the political and relational implications of actions
 - Use personal magnetism to maximize agency visibility and get client results
 - Build relationships and utilize various networks and community connections to get desired results
- Strategic Planning
 - Continually gather and analyze information from external and internal environments.
 - Use information to anticipate potential challenges and changes
 - Use a wide range of information to set goals and priorities
 - Demonstrate leadership and initiative throughout this process.
- Supervisory Skills
 - Provide direction and structure to support supervisees' work

- Model excellence in core competencies and professional behavior
- Maintain balance of work tasks and supervisee support
- Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
- Provide clear and consistent expectations and communication.
- Teaching and Training
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
 - Incorporate a process of feedback to evaluate effectiveness
 - Create clear objectives and expectations



Communities
In Schools

Central Texas

Director of Information Technology

SUMMARY:

Requires strong working knowledge of: Linux (RH and Fedora), internet security system IPS, routers, firewalls, switches, network communication related to a local area network (LAN) and wide area Network (WAN), My SQL, Apache Webserver, Cold Fusion, FTP scripting and Bash scripting in a Linux environment, HTML, Java script and website and web application design and deployment, installing and managing enterprise email solutions, desktop software such as MS Office in Window and other MS product supported operating systems, Linux backup utilities and data recovery. Must be able to develop long range plans for how IT can be used to serve the objectives of the agency. Requires experience in writing proposals and reports. Due to administrative requirements, this position is **not** eligible for the agency summer break.

EDUCATION:

Bachelor's degree plus a minimum of 7 years of experience in managing all IT infrastructure elements

DOL STATUS:

Exempt

EEO CATEGORY:

Computer Professional

REPORTING STRUCTURE:

This position is supervised by the Chief Executive Officer and may supervise other technical staff

ESSENTIAL FUNCTIONS:

- Develop and maintain Information Systems policies and procedures
- Determine the agency's technology needs to meet current and future demands
- Identify and recommend software and computer hardware upgrades
- Set up, administer and maintain agency external website, file servers and application servers
- Provide support for all hardware (printers, laptops, PCs) in the Central office and all remote office sites
- Set up and maintain Local and Wide Areas networks to support agency functions
- Set up and maintain wireless networking within the CIS Central office
- Install, administer and support the mail server
- Administer 250 email accounts
- Administer mail syncing with mobile devices
- Set up and maintain network, email and data security
- Set up and maintain website content management solution
- Implement and maintain agency intranet
- Evaluate best technology to solve business issues
- 24x7 support for all network services

- Promote and maintain agency culture, standards, and systems
- Perform other activities and duties as required by the Chief Executive Officer

**SPECIFIC JOB
COMPETENCIES:**

- Demonstrate agency core competencies
- Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- Computer Skills
 - Knowledge of Linux, internet security systems, CISCO equipment, My SQL, Windows, web servers, FTP, scripting languages, Cold Fusion, Scalix, HTML, LANs, WANs and computer software/languages
 - Knowledge of MicroSoft Office products
 - Seek out formal or informal training to increase technical skills
 - Develop documentation for required user training
- Strategic Planning
 - Continually gather and analyze information from external and internal environments
 - Use information to anticipate potential challenges and changes
 - Use a wide range of information to set goals and priorities
 - Demonstrate leadership and initiative throughout this process
- Supervisory Skills
 - Provide direction and structure to support supervisees' work
 - Model excellence in core competencies and professional behavior
 - Maintain balance of work tasks and supervisee support
 - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
 - Provide clear and consistent expectations and communication.



Communities
In Schools

Central Texas

Director of Level Services

SUMMARY:	The Director of Level Services is responsible for ensuring the successful organization, implementation, and supervision of CIS activities, services, staff and programs on each campus within an assigned level or programming area. Due to programming requirements, this position is not eligible for the agency summer break.
EDUCATION:	Masters of Social Work degree plus two years post-masters' experience working with children, youth and families. At least one year experience in supervising professional staff required. At least one year experience in managing a CIS campus preferred.
DOL STATUS:	Exempt
EEO CATEGORY:	Officials/Managers
REPORTING STRUCTURE:	This position is supervised by the Chief Program Officer unless otherwise designated by the Chief Executive Officer. This position supervises Program Managers within a designated level or program area. May supervise other employees such as Program Coordinators, Caseworkers, AmeriCorps members, interns, and/or volunteers.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none">• Coordinate hiring process for vacant level Program Manager positions• Provide initial orientation and ongoing supervision, support, and training to Program Managers within a designated level or program area• Conduct annual personnel evaluations for level Program Managers and other supervisees• Develop programming opportunities with level Program Managers specific to developmental needs of clients in designated level or program area• Ensure level Program Managers and other supervisees maintain compliance with contractual requirements and agency policies and procedures• Support Program Managers in maintaining a positive relationship with ISD personnel on campuses within designated level or program area• Represent Chief Executive Officer or Chief Program Officer in the community and with other agencies• Work independently, collaborating and networking with various agencies• Prepare and submit reports as required• Participate in the CIS team approach to service delivery and problem solving• Must have reliable transportation• Promote and maintain agency culture, standards, and systems• Perform other activities and duties as required by the Chief Program Officer or Chief Executive Officer

**SPECIFIC JOB
COMPETENCIES:**

- Demonstrate agency core competencies
- Clinical Skills
 - Assess client needs and strengths with accuracy
 - Plan, implement and evaluate effective interventions and service plans
 - Use effective therapeutic communication skills (active listening, open-ended questions, non-judgmental, client-centered, empathy, conflict resolution, de-escalation)
 - Maintain professional boundaries and awareness of personal values
 - Seek out professional consultation and supervision
 - Document clinical services in accordance with CIS and professional standards
- Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- Public Relations
 - Communicate articulately, knowledgeably, and appropriately for the audience
 - Adapt to changing situations and recognize the political and relational implications of actions
 - Use personal magnetism to maximize agency visibility and get client results
 - Build relationships and utilize various networks and community connections to get desired results
- Strategic Planning
 - Continually gather and analyze information from external and internal environments
 - Use information to anticipate potential challenges and changes
 - Use a wide range of information to set goals and priorities
 - Demonstrate leadership and initiative throughout this process
- Supervisory Skills
 - Provide direction and structure to support supervisees' work
 - Model excellence in core competencies and professional behavior
 - Maintain balance of work tasks and supervisee support
 - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
 - Provide clear and consistent expectations and communication.
- Teaching and Training
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
 - Incorporate a process of feedback to evaluate effectiveness
 - Create clear objectives and expectations

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Communities
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Central Texas

Director of Programs

- SUMMARY:** The Director of Programs is responsible for ensuring the successful organization, implementation and supervision of CIS activities, services, staff and programs within an assigned level or programming area. Due to programming requirements, this position is **not** eligible for the agency's summer break.
- EDUCATION:** Masters degree plus five years post-masters' experience working with children, youth and families. At least one year experience in supervising professional staff required. Experience with CIS programs is preferred.
- DOL STATUS:** Exempt
- EEO CATEGORY:** Officials/Managers
- REPORTING STRUCTURE:** This position is supervised by the by the Chief Program Officer. This position supervises senior program coordinators within the early and prevention services program area. May supervise other employees such as caseworkers, AmeriCorps members, interns, and/or volunteers.
- ESSENTIAL FUNCTIONS:**
- Develop programming opportunities with program coordinators specific to developmental needs of clients in designated level or program area
 - Coordinate and manage projects to secure resources for programming including writing proposals and/or serving on proposal writing teams
 - Ensure program coordinators and other supervisees maintain compliance with contractual requirements and agency policies and procedures
 - Evaluate effectiveness of the agency's early and prevention services
 - Coordinate hiring process for vacant level senior program coordinator positions
 - Provide initial orientation and ongoing supervision, support, and training to program coordinators within a designated level or program area
 - Represent Chief Executive Officer and Chief Program Officer in the community and with other agencies
 - Work independently, collaborating and networking with various agencies
 - Prepare and submit reports as required
 - Participate in the CIS team approach to service delivery and problem solving
 - Promote and maintain agency culture, standards, and systems
 - Must have reliable transportation
 - Perform other activities and duties as required by the Chief Program Officer.

**SPECIFIC JOB
COMPETENCIES:**

- Demonstrate agency core competencies
- Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing “I” statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- Public Relations
 - Communicate articulately, knowledgeably, and appropriately for the audience
 - Adapt to changing situations and recognize the political and relational implications of actions
 - Use personal magnetism to maximize agency visibility and get client results
 - Build relationships and utilize various networks and community connections to get desired results
- Strategic Planning
 - Continually gather and analyze information from external and internal environments
 - Use information to anticipate potential challenges and changes
 - Use a wide range of information to set goals and priorities
 - Demonstrate leadership and initiative throughout this process
- Supervisory Skills
 - Provide direction and structure to support supervisees’ work
 - Model excellence in core competencies and professional behavior
 - Maintain balance of work tasks and supervisee support
 - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
 - Provide clear and consistent expectations and communication.
- Teaching and Training
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
 - Incorporate a process of feedback to evaluate effectiveness
 - Create clear objectives and expectations



Communities
In Schools

Central Texas

Executive Assistant

SUMMARY:

The Executive Assistant provides administrative support for the Chief Executive Officer and Board of Directors. This position requires superior initiative, judgment and discretion, excellent written and oral communication skills, a high level of accuracy, time management skills and the ability to work successfully with a variety of personalities and individual styles in a professional manner. Due to administrative requirements, this position is **not** eligible for the agency summer break.

EDUCATION:

Bachelor's degree preferred, high school diploma or GED required. A minimum of three (3) years of executive level administrative experience.

DOL STATUS:

Non-Exempt

EEO CATEGORY:

Office/Clerical

REPORTING STRUCTURE:

This position is supervised by the Chief Executive Officer. May supervise interns or volunteers.

ESSENTIAL FUNCTIONS:

- Provide general administrative and clerical assistance to the CEO
- Coordinate and manage CEO calendar and appointments
- Manage CEO correspondence including phone calls and email
- Make arrangements and provide logistical support for internal and external meetings
- Prepare monthly information packets and record official minutes for Board of Directors and Executive Committee meetings, and other meetings as necessary
- Maintain updated Board of Directors and Leadership Circle rosters, biographical information, forms and files
- Organize and maintain agency historical data and documents
- Assist with a variety of special projects and events
- Participate in the CIS team approach to service delivery and problem solving
- Promote and maintain agency culture, standards, and systems
- Perform all other duties as required by the CEO

SPECIFIC JOB COMPETENCIES:

- **Demonstrate agency core competencies.**

- **Communication**
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- **Computer Skills**
 - Demonstrate basic office automation skills in order to fulfill job responsibilities
 - Seek out formal or informal training to increase computer skills to more effectively perform job junctions.
 - Compile notes and other written information to share with co-workers and new staff to solve reoccurring computer issues and questions.
 - Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations.
- **Public Relations**
 - Communicate articulately, knowledgeably, and appropriately for the audience
 - Adapt to changing situations and recognize the political and relational implications of actions
 - Use personal magnetism to maximize agency visibility and get client results
 - Build relationships and utilize various networks and community connections to get desired results



Communities
In Schools

Central Texas

Human Resources Associate

SUMMARY:

Responsible for maintaining employee and payroll information, assists with employee benefits administration and other general HR responsibilities. Position requires superior customer service and organizational ability, and excellent verbal and written communication skills. Due to administrative requirements, this position is **not** eligible for the agency summer break.

EDUCATION:

High school degree with at least two years of college work is required, plus a minimum of two years experience in general human resources administration and/or benefits administration required

DOL STATUS:

Non-exempt

EEO CATEGORY:

Administrative

**REPORTING
STRUCTURE:**

This position is supervised by the Director of Human Resources

**ESSENTIAL
FUNCTIONS:**

- Maintain electronic database of personnel records, including payroll information, producing reports and statistics as appropriate
- Assist Director of Human Resources with administration of group insurance plans and other employee benefits, including orientation to the plans, enrollments/changes/terminations, general troubleshooting and reconciling billings with employee benefit payroll deductions
- Respond to inquiries about job openings; collect and maintain resume data bank; place ads in publications and appropriate internet sites; archive resume folders
- Perform criminal background checks and submit new employee information
- Communicate with employees regarding personnel information, timesheets other administrative issues
- Maintain employee information, including personnel files and insurance forms, in compliance with federal and state laws as well as contractual requirements
- Perform other duties such as filing, copying, collating materials and archiving records
- Assist Director of Human Resources on special projects or assignments
- Promote and maintain agency culture, standards, and systems
- Performs related duties as assigned

**SPECIFIC JOB
COMPETENCIES:**

- Demonstrate agency core competencies.

- Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- Computer Skills
 - Demonstrate basic office automation skills in order to fulfill job responsibilities
 - Seek out formal or informal training to increase computer skills to more effectively perform job functions.
 - Compile notes and other written information to share with co-workers and new staff to solve reoccurring computer issues and questions.
 - Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations.



Communities
In Schools

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Parent Educator

SUMMARY:	Parent Educator provides information, support and encouragement to parents to help their children develop optimally. Specifically, a parent educator delivers home-based and school or center-based instruction. The parent educator follows parenting education curricula, administers screenings and assessments, maintains case files, and attends staff meetings and training. Bilingual preferred.
EDUCATION:	Bachelor's degree in social work, education, or a related field and a minimum of five years experience working with children and families, or a master's degree in social work, education, or a related field.
DOL STATUS:	Exempt
EEO CATEGORY:	Professional
REPORTING STRUCTURE:	This position is supervised by a Senior Program Coordinator or Program Manager.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none">• Provide monthly personal visits to families in their home• Maintain case files for each family• Administer and record screenings• Prepare for and attend parent group meetings• Attend staff meetings and trainings• Submit reports as required and scheduled• Perform clerical duties as assigned• Perform other duties as assigned• Participate in the CIS team approach to service delivery• Promote and maintain agency culture, standards, and systems• Must have reliable transportation
SPECIFIC JOB COMPETENCIES:	<ul style="list-style-type: none">• Demonstrate agency core competencies• Clinical skills<ul style="list-style-type: none">○ Assess client needs and strengths with accuracy○ Plan, implement and evaluate effective interventions and service plans

- Use effective therapeutic communication skills (active listening, open-ended questions, non-judgmental, client-centered, empathy, conflict resolution, de-escalation)
 - Maintain professional boundaries and awareness of personal values
 - Seek out professional consultation and supervision
 - Document clinical services in accordance with CIS and professional standards
- Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- Teaching and Training
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a variety of creative and diverse techniques suitable for audience support learn goals
 - Incorporate a process of feedback to evaluate effectiveness
 - Create clear objectives and expectations

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Prevention Education Specialist

SUMMARY:	The Prevention Education Specialist is responsible for providing child abuse prevention presentations in public school classrooms using an established curriculum. The Specialist also talks with children individually and makes appropriate referrals as needed. Bilingual English/Spanish preferred.
EDUCATION:	High school diploma, with college hours in the field of education, social work or related field. Bachelor's degree preferred. Experience working with children essential, experience in a school environment preferred.
DOL STATUS:	Non-Exempt
EEO CATEGORY:	Professional
REPORTING STRUCTURE:	This position is supervised by the Program Coordinator
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none">• Facilitate prevention presentations• Meet with children individually to discuss questions and concerns following presentations and make referrals as necessary• Collect data as necessary to complete contract requirements• Maintain communication with school personnel• Supervise volunteers assigned to the prevention program, when appropriate• Promote and maintain agency culture, standards, and systems• Must have reliable transportation• Other activities and duties as assigned
SPECIFIC JOB COMPETENCIES:	<ul style="list-style-type: none">• Demonstrate agency core competencies.• Communication<ul style="list-style-type: none">▪ Understand the purpose of communication and use appropriate method of communication for the situation▪ Use clear and specific language utilizing "I" statements▪ Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)▪ Respond to phone and email messages in a timely manner▪ Use discretion when sharing information▪ Establish a system for information sharing and follow-up• Teaching and Training<ul style="list-style-type: none">▪ Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences

- Employ a variety of creative and diverse techniques suitable for audience to support learning goals
- Incorporate a process of feedback to evaluate effectiveness
- Create clear objectives and expectations

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Communities
In Schools

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Program Coordinator II

- SUMMARY:** The Program Coordinator is responsible for ensuring the planning, organizing, implementing, and supervising of CIS activities, services, projects or programs for the program or campus assigned. Due to programming requirements, this position may **not** be eligible for the agency summer break.
- EDUCATION:** M.S.W. or comparable degree. Must have experience working with children, youth and families.
- DOL STATUS:** Exempt
- EEO CATEGORY:** Administrative
- REPORTING STRUCTURE:** This position is supervised by a Senior Program Coordinator unless otherwise designated by the Chief Executive Officer. May supervise caseworkers, AmeriCorps members, interns and/or volunteers.
- ESSENTIAL FUNCTIONS:**
- Maintain relationships with funders and other collaborators
 - Provide training for CIS personnel assigned to the campus or project
 - Responsible for scheduling and organizing all program or project services.
 - Coordinate with CIS program manager on campus(es)
 - Develop resources to meet the needs of the program
 - Prepare and submit reports as required
 - Assist in the grant writing process
 - Participate in the CIS team approach to service delivery and problem solving
 - Promote and maintain agency culture, standards, and systems
 - Provide other activities and duties as required by the Director of Prevention and Early Intervention Services or Senior Program Coordinator
- SPECIFIC JOB COMPETENCIES:**
- Demonstrate agency core competencies
 - Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up

- Public Relations
 - Communicate articulately, knowledgeably, and appropriately for the audience
 - Adapt to changing situations and recognize the political and relational implications of actions
 - Use personal magnetism to maximize agency visibility and get client results
 - Build relationships and utilize various networks and community connections to get desired results
- Strategic Planning
 - Continually gather and analyze information from external and internal environments
 - Use information to anticipate potential challenges and changes
 - Use a wide range of information to set goals and priorities
 - Demonstrate leadership and initiative throughout this process
- Supervisory Skills
 - Provide direction and structure to support supervisees' work
 - Model excellence in core competencies and professional behavior
 - Maintain balance of work tasks and supervisee support
 - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
 - Provide clear and consistent expectations and communication

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Program Manager

SUMMARY:

The Program Manager is a key position at CIS and is responsible for planning, implementing and managing CIS activities and programs on an assigned campus. As the leader of CIS programs on the campus, the Program Manager regularly interfaces with campus personnel and integrates CIS programming with school activities.

EDUCATION:

Minimum of a Bachelor's degree in Social Work or equivalent is required; MSW with relevant experience is preferred. English-Spanish bilingual ability also preferred.

DOL STATUS:

Exempt

EEO CATEGORY:

Professional

REPORTING STRUCTURE:

This position is supervised by the level services director and may supervise other staff including caseworkers, AmeriCorps members, repositioned staff, interns and/or volunteers.

ESSENTIAL FUNCTIONS:

- **Program Administration**
Duties includes conducting needs assessments and designing the program accordingly, identifying appropriate resources, maintaining positive relationships with campus personnel, marketing the program to appropriate target groups, establishing student referral processes, implementing systems for effective data management, evaluating program effectiveness and implementing efficient administrative systems in the campus office.
- **Campus Team Management**
Duties include coordinating the hiring of team members, providing orientation and training, establishing goals and expectations for the team and individual members, developing professional development plans with team members, providing ongoing supervision and support to individual team members, conducting new staff reviews and annual evaluations, communicating relevant information including agency and school policies/procedures/practices to the team and promoting and maintaining agency culture/standards/systems.
- **Direct Service**
Duties include providing individual counseling to students, facilitating groups, conducting crisis management as needed, conducting outreach to parents and developing parental involvement, performing case management and participating in the CIS team approach to service delivery.
- **Campus and Community Relationships**
Duties include representing CIS at school and community meetings and events, making presentations where appropriate, organizing and coordinating school and community events, advocating for the program, hosting "open houses" or other

events for campus personnel/teachers/parents, and communicating information and activities using appropriate avenues.

The Program Manager will also perform other activities and duties as directed by the level director, Chief Program Officer or Chief Executive Officer and have reliable transportation.

- **In addition to the essential functions, the Program Manager will demonstrate agency core competencies as well as job specific competencies including:**
 - **Supervisory Skills**
 - Provide direction and structure to support supervisees' work
 - Model excellence in core competencies and professional behavior
 - Maintain balance of work tasks and supervisee support
 - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
 - Provide clear and consistent expectations and communication.
 - **Teaching and Training**
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
 - Incorporate a process of feedback to evaluate effectiveness
 - Create clear objectives and expectations
 - **Communication**
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
 - **Clinical Skills**
 - Assess client needs and strengths with accuracy
 - Plan, implement and evaluate effective interventions and service plans
 - Use effective therapeutic communication skills (active listening, open-ended questions, non-judgmental, client-centered, empathy, conflict resolution, de-escalation)
 - Maintain professional boundaries and awareness of personal values
 - Seek out professional consultation and supervision
 - Document clinical services in accordance with CIS and professional standards
 - **Computer Skills**
 - Demonstrate basic office automation skills in order to fulfill job responsibilities
 - Seek out formal or informal training to increase computer skills to more effectively perform job functions.
 - Compile notes and other written information to share with co-workers and new staff to solve reoccurring computer issues and questions.
 - Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations.

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Receptionist

SUMMARY:

The Receptionist is a highly visible front-office position whose primary functions include (1) greeting and assisting visitors and staff, (2) answering main phone and relaying messages appropriately, (3) coordinating functions of a busy administrative office and (4) providing a measure of security for a busy office by working at the front desk on a regular and predictable basis throughout the work day. The Receptionist will also assist with light administrative duties at the front desk as necessary. This position is not eligible for the summer break.

The Receptionist must be personable, conscientious, courteous and dependable, able to take direction and work independently, possess personal initiative, demonstrate excellent communication and organization abilities, have a strong working knowledge of MS Outlook, Word and Excel and have a professional demeanor.

EDUCATION:

High school diploma or equivalent required with demonstrated success as a receptionist or administrative assistant in a busy professional environment. English/Spanish bilingual ability is strongly preferred.

DOL STATUS:

Non-exempt

EEO CATEGORY:

Clerical

REPORTING STRUCTURE:

This position is supervised by the Director of Human Resources

ESSENTIAL FUNCTIONS:

- Greet and assist visitors and staff
- Answer main phone, route calls and messages appropriately
- Manage the telephone, voice mail and security alarm systems
- Provide training and support to Central office staff on office systems, equipment and procedures
- Order office supplies for common areas and as requested by individuals
- Distribute incoming mail and prepare outgoing mail
- Prepare overnight mailings and receive deliveries
- Schedule conference rooms
- Organize common areas
- Coordinate off-site file storage; maintain inventory
- Provide administrative assistance creating letters, forms, labels, etc.
- Assist with large mailings and projects as needed
- Copy and collate materials as needed
- Promote and maintain agency culture, standards, and systems
- Other duties as assigned

**SPECIFIC JOB
COMPETENCIES:**

- Demonstrate agency core competencies
- Demonstrate Communication skills
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- Demonstrate Computer skills
 - Demonstrate basic office automation skills in order to fulfill job responsibilities
 - Seek out formal or informal training to increase computer skills to more effectively perform job functions.
 - Compile notes and other written information to share with co-workers and new staff to solve reoccurring computer issues and questions.
 - Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations.



Communities
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Senior Program Coordinator

SUMMARY:

This is an agency wide program support position with responsibilities as assigned in several major areas. The Senior Program Coordinator performs duties that impact multiple staff, campuses or projects, and represents the agency with external bodies. Due to programming requirements, this position is **not** eligible for the agency summer break.

EDUCATION:

MSW or other applicable master's degree preferred.

DOL STATUS:

Exempt

EEO CATEGORY:

Manager/Official

**REPORTING
STRUCTURE:**

Position is supervised by the Chief Program Officer or Director of Programs

**ESSENTIAL
FUNCTIONS:**

- Interpret and communicate contract requirements for all program and administrative staff affected by new contracts
- Facilitate start-up of new programming and may provide on-going support or supervision
- Serve as contract manager for contracts as assigned
- Set up and maintain contract reporting system
- Ensure that reports are submitted in a correct and timely manner
- Work with accounting department and directors to develop and implement budgets, monitor expenditures, authorize purchases
- Represent agency in a variety of community settings as assigned
- Develop and participate in interagency collaborations
- Promote and maintain agency culture, standards, and systems
- Coordinate agency wide programming as assigned
- Pursue, secure and equitably distribute new resources for the agency
- Participate in the CIS team approach to service delivery and problem solving
- Other duties assigned by supervisor

**SPECIFIC JOB
COMPETENCIES:**

- Demonstrate agency core competencies.
- Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)

- Respond to phone and email messages in a timely manner
- Use discretion when sharing information
- Establish a system for information sharing and follow-up
- Grant Writing
 - Actively seek out and locate grantors and RFPs
 - Recruit and manage team to design program, develop budget, research need, write text, and complete forms
 - Ensure grants are well written, internal consistent, and professionally presented and managed
- Strategic Planning
 - Continually gather and analyze information from external and internal environments
 - Use information to anticipate potential challenges and changes
 - Use a wide range of information to set goals and priorities
 - Demonstrate leadership and initiative throughout this process
- Supervisory Skills
 - Provide direction and structure to support supervisees' work
 - Model excellence in core competencies and professional behavior
 - Maintain balance of work tasks and supervisee support
 - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
 - Provide clear and consistent expectations and communication

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Volunteer Coordinator

(rev. 09/12)

SUMMARY:

The Volunteer Coordinator works with the Director of Programs to develop and implement the agency-wide volunteer recruitment and engagement plan. The Volunteer Coordinator is responsible for assessing volunteer needs on campuses, orienting and training volunteers, making appropriate site placements, supporting staff to utilize volunteers, maintaining the volunteer database, evaluating the volunteer program, and coordinating volunteer appreciation events. Some evening and weekend work is required. This position is **not** eligible for the summer break.

EDUCATION:

Bachelors degree required, preferably in social work, education or human services field plus at least two years' experience in managing and training volunteers in some capacity. Experience in supporting a volunteer program in a school setting or on multiple sites is preferred.

DOL STATUS:

Non-exempt

EEO CATEGORY:

Professional

REPORTING STRUCTURE:

This position is supervised by the Director of Programs

ESSENTIAL FUNCTIONS:

- Manage requests and assess needs for various volunteer services
- Conducts criminal history checks on all volunteer applicants
- Determine appropriate volunteer site placement and refer qualified, trained volunteers to campus Program Managers
- Conduct orientation and training for volunteers about policies, procedures and standards of volunteer service
- Educate staff on volunteer placement, orientation and support policies and procedures for campus-based volunteers
- Coordinate groups of ongoing volunteers such as SEEK, Young Knights, and corporate/faith-based groups
- Produce the volunteer e-newsletter
- Communicate with volunteers and volunteer supervisors through individual telephone calls, emails and on-site visits
- Assist in developing and implementing volunteer policies and procedures
- Prepare and maintain volunteer procedural and training materials
- Maintain volunteer and mentor database for all CIS volunteers
- Plan, coordinate and implement volunteer events
- Develop and implement Volunteer Appreciation Plan and recognition events
- Evaluate the volunteer program, deploying surveys and analyzing results on the extent, nature and value of volunteer services including student outcomes
- Serve as co-facilitator for the CIS Volunteer Advisory Council and represent CIS at Austin DOVIA meeting

- Promote and maintain agency culture, standards, and system
- Participate in the CIS team approach to service delivery and problem solving
- Perform all other duties as required by the Director of Programs

**SPECIFIC JOB
COMPETENCIES:**

- **Demonstrate agency core competencies.**
- **Communication**
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- **Computer Skills**
 - Demonstrate basic office automation skills in order to fulfill job responsibilities
 - Seek out formal or informal training to increase computer skills to more effectively perform job functions.
 - Compile notes and other written information to share with co-workers and new staff to solve reoccurring computer issues and questions.
 - Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations.
- **Public Relations**
 - Communicate articulately, knowledgeably, and appropriately for the audience
 - Adapt to changing situations and recognize the political and relational implications of actions
 - Use personal magnetism to maximize agency visibility and get client results
 - Build relationships and utilize various networks and community connections to get desired results
- **Strategic Planning**
 - Continually gather and analyze information from external and internal environments
 - Use information to anticipate potential challenges and changes
 - Use a wide range of information to set goals and priorities
 - Demonstrate leadership and initiative throughout this process
- **Teaching and Training**
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
 - Incorporate a process of feedback to evaluate effectiveness

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XY-Zone®™ Coordinator

SUMMARY: Responsible for the coordination and delivery of XY-Zone®™ services to adolescent males on designated high school campuses. This position is eligible for the agency summer break.

EDUCATION: Bachelors degree in social work, counseling/guidance, or related field required **plus** at least two years experience working with teen males.

DOL STATUS: Non-exempt

EEO CATEGORY: Professional

REPORTING STRUCTURE: This position is supervised by the campus Program Manager. If assigned to more than one campus, the person is responsible to both the Program Managers, with one being designated as the official supervisor. May be supervised by a Program Coordinator.

ESSENTIAL FUNCTIONS:

- Provide youth development programming to at-risk adolescent males in schools and in the community
- Plan and implement programming on designated campus(es)
- Provide crisis intervention, assessments, referrals, individual and group supportive guidance
- Collaborate with CIS staff to provide education and outreach to partners in the community
- Complete paperwork as required by funding sources
- Maintain a positive relationship with CIS and other campus personnel
- Collaborate with community agencies
- Coordinate service-learning and recreational activities and field trips
- Promote and maintain CIS culture, standards, and systems
- Participate in the CIS team approach to service delivery and problem solving
- Must be able to lift items weighing at least 20 pounds
- Must have reliable transportation
- Perform other activities and duties as directed by his/her supervisor

SPECIFIC JOB COMPETENCIES:

- Demonstrate agency core competencies
- Clinical Skills
 - Assess client needs and strengths with accuracy
 - Plan, implement and evaluate effective interventions and service plans

- Use effective therapeutic communication skills (active listening, open-ended questions, non-judgmental, client-centered, empathy, conflict resolution, de-escalation)
- Maintain professional boundaries and awareness of personal values
- Seek out professional consultation and supervision
- Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing "I" statements
 - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- Teaching and Training
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
 - Incorporate a process of feedback to evaluate effectiveness
 - Create clear objectives and expectations

Section 0650
Program Budget and Narrative

Program's Line Item Budget	EARLY CHILDHOOD Amount	YOUTH Amount	ADULTS & FAMILIES Amount	SENIORS & PERSONS WITH DISABILITIES Amount	Amount Funded by ALL OTHER Sources	TOTAL Budget (ALL funding sources)
PERSONNEL						
1. Salaries plus Benefits		\$675,540			\$4,789,277	\$5,464,817
A. Subtotals: PERSONNEL						
OPERATING EXPENSES						
2. General Operating Expenses		\$21,850			\$435,435	\$457,285
3. Consultants/ Contractuals					\$7,500	\$7,500
4. Staff Travel - <u>Out of Travis County</u>						
5. Conferences/Seminars - <u>Out of Travis County</u>						
B. Subtotals: OPERATING EXPENSES						
DIRECT ASSISTANCE for PROGRAM CLIENTS						
6. Food/Beverage for Clients						
7. Financial Assistance for Clients						
8. Other: Bus Passes & Incentives					\$17,500	\$17,500
C. Subtotals: DIRECT ASSISTANCE						
CAPITAL OUTLAY (with per Unit Cost over \$5,000/unit)						
9. Capital Outlay						
D. Subtotals: CAPITAL OUTLAY						
TOTALS						
GRAND TOTALS (A + B + C + D)		\$697,390			\$5,249,712	\$5,947,102
PERCENT SHARE of Total for Funding Sources:	%	11.72%	%	%	88.28%	100%

Section 0650
Program Budget and Narrative

Program Subcontractors

SUBCONTRACTOR #1		
Name of Subcontractor	PMB Helin Donovan	
Term of Subcontract (<i>mm/dd/yyyy</i>)	Start date: 09/01/2015 End date: 08/31/2016	
Services to be Subcontracted	Financial audit	
Number of Clients to be Served (<i>if applicable</i>)	N/A	
Dollar Amounts by Funding Source:		
<u>CITY of AUSTIN amount</u> \$ 600	<u>ALL OTHER Sources amount</u> \$ 21,000	<u>TOTAL</u> \$ 21,600

SUBCONTRACTOR #2		
Name of Subcontractor	To Be Determined	
Term of Subcontract (<i>mm/dd/yyyy</i>)	Start date: 09/01/2015 End date: 08/31/2016	
Services to be Subcontracted	Program evaluation	
Number of Clients to be Served (<i>if applicable</i>)	N/A	
Dollar Amounts by Funding Source:		
<u>CITY of AUSTIN amount</u> \$ 0	<u>ALL OTHER Sources amount</u> \$ 7,500	<u>TOTAL</u> \$ 7,500

SUBCONTRACTOR #3		
Name of Subcontractor		
Term of Subcontract (<i>mm/dd/yyyy</i>)	Start date:	End date:
Services to be Subcontracted		
Number of Clients to be Served (<i>if applicable</i>)		
Dollar Amounts by Funding Source:		
<u>CITY of AUSTIN amount</u> \$	<u>ALL OTHER Sources amount</u> \$	<u>TOTAL</u> \$

(If needed for additional subcontracts, copy blocks above to a new page and re-number them accordingly)

Section 0650

Program Budget and Narrative

Program Budget Narrative

Add details to describe the proposed City expenses from your Program Budget form.
 Explanations for the "Other Sources" line items are not required.

PERSONNEL	NARRATIVE/ Descriptions
1. Salaries and Benefits	Salaries and fringe benefits for direct service, program support & administrative staff for the program; fringe benefits include FICA, SUI, Worker's Comp, Health Insurance, Retirement, Life, AD&D, EAP, etc.
OPERATING EXPENSES	
2. General Operating Expenses	1. Includes \$3,000 for staff mileage reimbursement at \$.48 per mile to provide client services, attend training, etc. 2. Includes \$500 for staff training & development to maintain necessary skills to provide services to clients and related skills development 3. Includes \$650 for general liability & property insurance, crime policy, auto policy, etc.; allocation based on % of FTEs on program to total agency FTEs 4. Includes \$600 for financial audit allocated based upon program budget to overall agency budget 5. Includes \$3,600 for program supplies, postage, copier & telecommunications 6. Includes \$13,500 for central office rent for direct service, program support & administrative staff for the program; allocated based upon square footage used by staff and % of grant revenue to total program revenue
3. Consultants/ Contractuals	
4. Staff Travel - <u>OUT of Travis County</u>	
5. Conferences/Seminars/ Training - <u>OUT of Travis County</u>	
DIRECT ASSISTANCE	
6. Food/Beverage for Clients	
7. Financial Assistance for Clients	
8. Other Direct Assistance (<i>must specify</i>)	
CAPITAL OUTLAY	
9. <u>Capital Outlay</u> (<i>must specify</i>)	

Section 0655 Program Funding Summary

In *last column*, insert the twelve (12) month funding amount for your proposed program into the corresponding cell. Next clearly list all of your other funding sources for this program, with their corresponding program periods and amounts. Also ensure that the Total Program Funding in the bottom right cell is calculated correctly.

Funding Sources	Grant/Contract Name	Funding Period Start (mm/dd/yyyy)	Funding Period End (mm/dd/yyyy)	Funding Amount
City of Austin	Social Services Contract	10/01/2015	09/30/2016	\$697,390
Austin ISD	ISD Site Contract	09/1/2015	08/31/2016	\$645,000
Del Valle ISD	ISD Site Contract	09/1/2015	08/31/2016	\$90,000
Manor ISD	ISD Site Contract	09/1/2015	08/31/2016	\$188,000
Travis County	Social Services Contract	10/1/2015	09/30/2016	\$100,000
Travis County	Collaborative After School Program	10/1/2015	09/30/2016	\$288,096
Federal	AmeriCorps	09/1/2015	08/31/2016	\$622,125
Federal	WorkSource	10/1/2015	09/30/2016	\$30,000
State	Texas Education Agency	09/1/2015	08/31/2016	\$740,000
United Way	Middle School Matters	07/01/2015	06/30/2016	\$345,960
Housing Authority City of Austin	SmartKids	09/1/2015	08/31/2016	\$535,000
Other	Private Foundations	09/1/2015	08/31/2016	\$1,635,531
Other	Individual donations	09/1/2015	08/31/2016	\$30,000
FUNDING AMOUNT TOTAL:				\$5,947,102



Central Texas

Tobacco-Free Workplace Policy

Approved by the Board of Directors 02/21/14

Communities In Schools of Central Texas is committed to providing a safe and healthy worksite and promoting the health and well-being of its employees. The hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco have been well documented. We care about the health of each and every employee and it is our intent to provide all employees with a work environment conducive to good health. In order to further this objective, the following policy regarding tobacco in the workplace has been established

1. Tobacco use includes the use of cigarettes, cigars, chewing tobacco, snuff, pipes, snus, and any non-FDA approved nicotine delivery device including electronic-cigarettes.
2. A worksite includes any property where an employee conducts business for Communities In Schools of Central Texas. This includes buildings, grounds, parking lots, and in employee owned or leased vehicles when conducting agency business.
3. Tobacco use is prohibited at all worksites.
4. Littering of tobacco-related products on the grounds or parking lots of all worksites is also prohibited.
5. This policy applies to all employees at all times while on any worksites.
6. All employees are encouraged to communicate the tobacco-free worksite policy with courtesy and diplomacy to other employees.
7. Violations may be reported by employees to their supervisor the supervisor of the employee who is not in compliance with the policy.



Mother Friendly Workplace Policy

Approved by the Board of Directors 02/21/14

Communities In Schools of Central Texas promotes a supportive workplace for mothers upon their return to work after the birth of a child. Towards that end, the following policy is established:

1. Work schedule flexibility will be provided to accommodate reasonable break time for an employee to express breast milk for her nursing child each time the employee has need.
2. CIS of Central Texas worksites will provide private space, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public for the purpose of expressing breast milk.

Where dedicated space is not feasible, a mixed-use space which can be secured for lactating mothers will be available. In addition, an employee may choose to use her private office or other space identified in consultation with her supervisor.

3. Access to a safe water source and a sink with reasonable distance from the lactation space will be available.
4. Employees may hygienically store their expressed milk in their own personal coolers or in the shared break room refrigerator, where available.

Attending: Eric Boyce, Edna Butts, Martha Harris, Elsa Hinojosa, David Holody, Christopher Kennedy, Mike Lynch, Chris Mitchell, Ty Osborn, Danny Roth, Grant Ruckel, Laura Templeton, Luis Zayas.

Not attending: Jeff Quade, Nikki Salzillo, Alex Sanchez, Heidi Smith, Sabrina Streusand, Greg Vincent and Mark Williams.

Staff members present: Mary Campana, Mollie Cleveland, Don Klein, Eric Metcalf, Suki Steinhauser and Dian Shircliff.

Also attending: Shanté Johnson, CIS intern; Bobby Jenkins, owner of ABC Home and Commercial Services.

The meeting was called to order at 12:03 pm.

Welcome and Introductions

Suki introduced Shanté Johnson, CIS' University of Texas Community Administrative Leadership intern for the spring semester.

Chris Mitchell announced that the board is taking up a collection of money in order to make a donation on behalf of the entire CIS board to Jewish Family Service in honor of Lorraine Dell, Michael Dell's mother, who recently passed away.

2014 Zilker Kite Festival

Bobby Jenkins from ABC Home & Commercial Services spoke to the board about the upcoming 86th annual Zilker Kite Festival co-hosted by his company and the Exchange Club. CIS is the beneficiary of funds raised at the festival via raffle tickets and designated food sales. ABC became involved as a sponsor two years ago and through their partnership with the Exchange Club it was decided that the festival will henceforth will be known as the ABC Zilker Kite Festival. Bobby explained that his interest in taking over the event comes from a desire to partner with non-profits and to eventually use the festival as a way to fundraise for the nonprofit. Bobby encouraged the board to attend the festival. It is a family friendly event. Raising money at an event that is free to the public is a work in progress. CIS puts on kite-making workshops in the 6 weeks before the event. Bobby stated that his vision is to grow CIS' partnership with ABC and to robustly expand the resources that come as a result of the event. Mary stated that making CIS more integral in the marketing of the event is a goal going forward and that perhaps creating a signed agreement would be prudent as CIS does put in resources for the event in terms of staff time, volunteers, raffle sales, etc... Dr. Zayas mentioned that next year we should figure out the logistics of getting CIS students to the festival. On behalf of the Resource Development Committee, Christopher Kennedy offered to take on the project of working with Bobby, Mary and John to create an expansion plan for the CIS/ABC partnership going forward. The board agreed to debrief after the event to determine best practices for the 2015 Kite Festival.

Resource Development Mid-Year Update

Mary shared the YTD Fund Development Plan. The monthly Fund Development Plan will now feature a column showing funds committed and funds collected. It will not match accounts receivable but will offer a clearer picture of where CIS stands for annual fundraising. Mary touched on the progress of this year's campaigns and highlighted the successes CIS has had with engaging corporate giving. New donors have also been recruited based on the 60/40 percentage of funding a campus (e.g. – WISE funds the 40% needed for Volma Overton Elementary). Other Development updates included:

- CIS' grant application for \$150k to the Moody Foundation to fund the XY Zone
- 250 people attended the Partner Appreciation Luncheon
- Senator Kirk Watson visited the new ASPIRE office and CIS received PR from that

- The City of Austin RFA is due in April and is a significant portion of the annual budget
- The Crockett Campus Visit has been rescheduled for March 20th and board members should reach out to recruit their original guests to attend

CIS is participating in Amplify Austin again this year and the St. David's Foundation is matching fifty cents per dollar raised, up to \$150k per partner on the date of giving. Mary will send out specific instructions to the board about the best way to give and when, and she will find out if there is a way to designate what the donation is for (i.e. - WISE, Men of Honor)

Food For Thought 2015 will be held sometime during the first two weeks of September. Mark Williams and Beau Ross have agreed to co-chair the event and Congressman Michael McCaul has also expressed interest in returning as a sponsor again this year. Laura suggested Art Acevedo as the keynote speaker.

Action Item: Approve January 2014 Minutes

A **motion** was made (T. Osborn/E. Boyce) to approve the minutes of the January 2014 board meeting. The minutes were **approved** as distributed.

Finance Committee Report

Don Klein stated that the financials had been reviewed by the Finance Committee and were recommended for full board approval.

Action Item: Approve December 2013 Financial Statements

E. Boyce seconded the recommendation made by D. Holody of the Finance Committee to approve the December 2013 Financial Statements. The financials were **approved** as distributed.

Personnel Committee Report

Dian Shircliff reported to the board that over the past several months the CIS staff-driven Wellness Committee has been working to certify CIS as an employer partner with the Mayors' Health & Fitness Council. Certified partners are required to have board adopted "Tobacco Free Workplace" and "Mother Friendly Workplace" policies. (See board packet for each policy) If approved by the board, the policies will be incorporated into the CIS Personnel Policies and forwarded to the Mayor's Health and Fitness Council advocate who will prepare and present the completed application to city officials for their consideration. The certification process is expected to be finalized in May 2014. Edna shared that AISD has a current policy that requires campuses to provide a private room for nursing mothers to use, which works out well for CIS employees that work on a campus. Dr. Zayas stated his concern that smokers may be stigmatized by having to go 300 yards around the side of the building as is the case for the CIS Central Office. Dian stated that the impact should be minimal on employees.

Action Item: Approve Addition of Tobacco Free Workplace Policy to CIS Personnel Policies

A **motion** was made (T. Osborn/C. Kennedy) to approve the addition of a Tobacco Free Workplace Policy to the Personnel Policies for Communities In Schools of Central Texas.

The motion passed with one dissent (L. Zayas).

Action Item: Approve Addition of Mother-Friendly Workplace Policy to CIS Personnel Policies

A **motion** was made (T. Osborn/C. Mitchell) to approve the addition of a Mother-Friendly Workplace Policy to the Personnel Policies for Communities In Schools of Central Texas. **Passed unanimously.**

2013-2014 Annual Operations Plan Mid-Year Report

Suki explained TQS standards require that our board of directors receive and approve a mid-year update on the current Annual Operations Plan. Eric shared with the board that the agency is well on its way to meeting the goal of number of students that are case managed during the school year. Additionally, the data shows that CIS is exceeding the mid-year goal for students that are receiving 16 hours of direct

service annually - 42% have received 16 hours so far this year compared to 29% of students at the same time last year. He stated that it is encouraging for field staff to receive this information as well. Suki walked the board through the dashboard used to show progress on Strategic Plan goals. In addition to green, yellow and red indicators, asterisks were used to show where we stood for each goal as of the last board review. We are making good progress on most goals.

Action Item: Approve 2013-2014 Annual Operations Plan Mid-Year Report

A **motion** was made (C. Kennedy/D. Holody) to approve the 2013-2014 Annual Operations Plan Mid-Year Report. **Passed unanimously.**

Governance Committee Report

Suki shared that the committee is recruiting new members for service beginning 9/1/14 and that they are also playing a role in nailing down the location and agenda for the April 25th board retreat. More information will follow soon via email. The review and approval of the Leadership Circle Guidelines amendment was tabled in light of time. Governance Chair Mark Williams will explain the proposed amendment and facilitate any necessary discussion at the board retreat.

The meeting was adjourned at 1:25 pm.

Respectfully submitted,



Mollie Cleveland, Executive Assistant

4/15/14

Date

I certify these are true and official minutes of this meeting of Communities In Schools of Central Texas.



Chris Mitchell, Chair

4/15/14

Date



Violence Free Workplace Policy

From the revised CIS Personnel Policies, June 2010

Weapons-Free Workplace

To maintain the safety and security of all employees, clients, and visitors, CIS prohibits the possession of any weapon by any person on the premises of CIS or wherever CIS conducts business regardless of whether the person has a license to carry such a weapon. Peace officers or security personnel shall be exempt from this policy. Violation of this policy may lead to immediate termination of employment. Examples of banned weapons include, but are not limited to, guns, firearms, knives, stun guns, tear gas, etc.

Workplace Violence

Workplace violence includes threats, threatening or aggressive behavior such as intimidation or attempts to instill fear in others; belligerent speech, excessive arguing, swearing, sabotage or threats of sabotage of CIS property; defacing CIS property or causing physical damage to facilities; and, with the exception of authorized peace officers or security personnel, bringing weapons or firearms of any kind onto CIS premises, including parking lots, or while conducting CIS business. Any employee observing or becoming aware of such behavior must notify his or her supervisor, the Director of Human Resources or the Chief Executive Officer immediately.

Healthy service Environment violence Prevention

Minutes ■ Board of Directors Meeting ■ June 4, 2010

Attending the meeting today were Edna Butts, Suzanna Caballero, Martha Harris, Jo Kallison, Jane Kretzschmar, Victor Palma, Danny Roth, Grant Ruckel, Marcia Silverberg and Leonard Woods.

Not attending the meeting today were Steve Butter, Jeff Civins, Michael Davis, Bergeron Harris, Dave Halliday, Michelle Ley, Anna Pedroza, Terry Sadowski, Tom Stevenson, Doyle Valdez, Greg Vincent and Susan Wittliff.

Staff present were Mary Campana, Mollie Cleveland, Don Klein, Kitty Sheeren, Dian Shircliff and Suki Steinhauser.

The meeting was called to order at 12:10 p.m.

Welcome and Introductions

Suki introduced Program Manager Karen McGarity and awarded her with the Above And Beyond The Call of Duty certificate for her outstanding service and dedication to kids during the month of May. Karen briefly touched on how the makeover will be a nice cleanse after working at Lamar for over 6 years.

Action Item: Approve Consent Agenda

A **motion** was made (J. Kallison / M. Silverberg) to approve the consent agenda as distributed: 2010 – 2011 Proposed Calendar of Board Meetings and Events. **Passed unanimously.**

Action Item: Approve Minutes of April 2010 Board Meeting

The minutes of the April 2010 board retreat were **approved** as distributed.

Action Item: Approve October 2009 and March and April 2010 Financial Statements

As recommended by the Finance Committee the October 2009 and March and April 2010 financial statements were **approved** as distributed.

Fundraising Update

Mary began by giving global updates on the agency's current fundraising totals. She explained that it was the implementation of Best Practices in fundraising, especially with foundations, that allowed CIS to meet these goals in this challenging economy. CIS has worked for years to establish secure and well balanced relationships with big donors, and individual giving is also on the rise. She used our organization's relationship with Kathryn and Beau Ross as an example. The Ross' did a personalized visit at Reagan a few years ago and were very interested in contributing to the CIS mission. Their first donation totaled \$20,000 and after many campus visits, they said that CIS was the only organization that kept in touch and maintained contact with them after that initial donation. The Ross' are now giving a \$100,000 grant. Maintaining a close relationship with CIS donors is a crucial piece in the fundraising process. Impact Austin donations are also a great example of how board member "touches" can spread through to all the members. Five years after the original grant given to CIS, the organization is currently a finalist for additional funding and next Tuesday (June 8th) they will announce the winner. Suki was commended by many board members for her ability and commitment to go and meet and network and represent this agency all over Austin. If it has to do with education, she can be found there. The goal for CIS's 25th Year Anniversary is \$500,000, which will mostly go

towards employee compensation. The plan is to get that secured before the end of August for budgeting purposes.

Action Item: Approve Dunagan & Jack LLP as FYE 2010 Auditor

A **motion** was made (G.Ruckel / J. Kallison) to approve Dunagan & Jack LLP as FYE 2010 Auditor per Finance Committee recommendation. **Passed unanimously.**

Suki and Don provided pertinent background information. CIS has used Dunagan & Jack in the past a total of eight times and two years ago switched firms as a best practice measure. After using two other firms and evaluating them, it was recommended that CIS would employ Dunagan & Jack as the FYE 2010 Auditor. They are a smaller firm than those CIS used recently and therefore an actual partner, rather than just a staff member, does the field work. This boutique firm also audits non-profits exclusively, compared to others who only had a non profit division. In light of the fraud in the Austin non-profit community recently, in person presentations by any CIS auditors will continue to be our best practice.

Action Item: Adopt Revised Personnel Policies

A **motion** was made (M. Silverberg / D. Roth) to adopt the Revised Personnel Policies with the approved change per Personnel Committee recommendation. **Passed unanimously.**

Action Item: Authorize CEO or other Executive Officer to Accept and Sign Restatement of Current Retirement Plan

A **motion** was made (M. Silverberg / J. Kretzschmar) to authorize the CEO or other Executive Officer to accept and sign the Restatement of Current Retirement Plan. **Passed unanimously.**

CIS directors plan on reviewing the Standard Operating Procedures and conducting a risk assessment in the fall. Jane Kretzschmar volunteered to help with this project as it relates to social work.

Action Items: Approve The Hartford as CIS Retirement Plan Vendor

A **motion** was made (L. Woods / V. Palma) to approve The Hartford as the CIS Retirement Plan Vendor as recommended by the Employee Retirement Investment Committee. **Passed unanimously.**

CIS has a 403(b). The committee may recommend to someday roll it over into a 401(k). Hartford's presentation was impressive and they are committed to helping CIS staff members learn smart investing and saving practices for retirement. Suki said the board will need to look to outside resources for help with the retirement committee.

Action Item: Elect 2010-2013 Board Members

A **motion** was made (J. Kretzschmar / J. Kallison) to elect **Laura Templeton** as a member of the Communities In Schools of Central Texas Board of Directors. **Passed unanimously.**

A **motion** was made (V. Palma / M. Harris) to elect **Mark Murdock** as a member of the Communities In Schools of Central Texas Board of Directors. **Passed unanimously.**

Upcoming Events

Manoj Saxena, founder of The Saxena Foundation and head of a global division for IBM attended a campus visit recently and was both touched and impressed by the work of CIS. Suki and Mary reached out to him and the ideas he expressed during their meeting were inspiring and wonderful! Three things he loves with a passion are entrepreneurship, education and race car driving. He has proposed to do a cross country drive to raise awareness for the CIS mission, with CIS as beneficiary. There are three mini-entrepreneurial projects for the summer that he is also funding. One is centered on artwork, another around keeping chickens for eggs and a taco business. This is a good fit for CIS. Manoj came to us from Leadership Circle member Denny Hamill. Suki spoke at Manoj's TIE dinner and spread the CIS message to numerous entrepreneurs there.

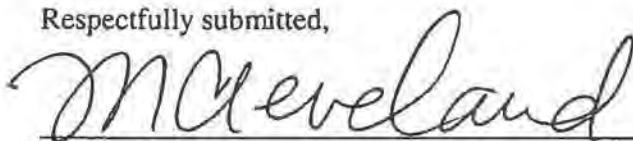
Board members were asked to attend the "photo ops" planned when accepting grants and other funding e.g. (Impact Austin, if we are awarded) Our Development team is also busy working on putting video on a Facebook fanpage. It is proven that pages with video or video links get 10x as many hits. Super! Alright!, a local media company, has agreed to create a video for our FFT event. They are a great company and it would be best if the video release coincides with the launch of the new website and logo. After further discussion, the board was in agreement that CIS is a big enough organization and funds should be made available to pay someone to help us create our overall marketing strategy.

Jane thanked everyone for their donations and help with the Lamar Campus makeover. Board members are looking forward to a recap with photos after it is complete, and Jane promised to send an email with an account of how their monies were spent.

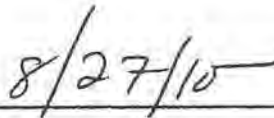
Suzanna briefly discussed her professional move from Wachovia to the Texas Certified Development Corporation. She is looking forward to the new challenge and will send out updated contact information.

The meeting was adjourned at 1:15 pm.

Respectfully submitted,



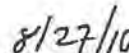
Mollie Cleveland



I certify these are true and official minutes of this meeting of Communities In Schools of Central Texas.



Signature, Title



Date

Section 0835: Non-Resident Bidder Provisions

Company Name Communities In Schools of Central Texas

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: Resident Bidder

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- (2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.
- B. If the Bidder is a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

Austin Independent School District

Meria Joel Carstarphen, Ed.D.
Superintendent



April 14, 2014

City of Austin Purchasing Department
124 W 8th Street, Room 08
Austin, TX 78701

Dear Proposal Evaluation Team Member,

Communities In Schools (CIS) is a top notch partner and social service provider to thousands of Austin Independent School District (AISD) students. AISD supports CIS but as a student need grows, we need good partners like the City of Austin to help close the gap.

I regularly hear from principals and faculty members that CIS is a critical social service resource; so much so, that we held CIS's funding level even in the historic Legislative funding cuts in 2011. When CIS leadership approached me two years ago with a plan to add a dozen campuses (taking us from 38 to 50 schools over four years) I was delighted. Unfortunately, the rising costs of running a district serving over 85,000 students, with over 65% coming from low income households means that funding is simply not available at this time to make a district-wide additional investment even though our students' needs are great. I hope that the City of Austin will not only continue to fund CIS's crucial services to our youth, but will increase funding to support the Pebble Project, XY Zone and expansion into four elementary schools where the principals are exceptionally and financially committed to meeting student needs.

AISD began partially funding CIS in 1998 and continues that commitment today. However, more and more principals are asking for CIS support and we simply cannot award any additional funding without legislative relief or help from our City and County partners. CIS social service structure is an excellent way for the City to support our students.

AISD wholeheartedly supports and endorses C services which complement our academic efforts and ensure that every student becomes a high school graduate and a contributing member of the Austin community.

Thank you for your consideration.

Sincerely,



Meria Joel Carstarphen, PhD
Superintendent



KIRK WATSON
STATE SENATOR
DISTRICT 14

COMMITTEES:
TRANSPORTATION
BUSINESS & COMMERCE
ECONOMIC DEVELOPMENT
HIGHER EDUCATION - VICE-CHAIR
NOMINATIONS

CAPITOL ADDRESS
P.O. Box 12068
ROOM E1.606
AUSTIN, TEXAS 78711
512/463-0114
FAX 512/463-5949

April 22, 2014

City of Austin Purchasing Department
24 W 8th Street, Room 08
Austin, Texas 78701

Dear Proposal Evaluation Team Member,

Throughout my public service, I have become increasingly impressed by Communities in Schools' important and impactful work with the most vulnerable students. Their national model, executed in dozens of schools in my district, ensures that young people living in poverty get the resources and support that they need to overcome significant barriers, have their best chance to learn, and graduate from high school ready to be positive contributors in our community.

I fully support the application from Communities in Schools of Central Texas for a City of Austin Social Services contract. CIS of Central Texas has received funding support from the City since 1985 and remains a great community partner. The continuation of these funds will allow CIS of Central Texas to expand and serve more at-risk students in our city and throughout our region. Local funding will augment school district seed funding and state appropriation, both of which are tightly constrained by the Texas Legislature.

I feel strongly enough about the work of Communities in Schools that I have personally helped to fundraise for the organization over the past several years. I believe it's imperative that we invest in our students at the individual, local, and state levels, and I'm proud to support their application for ongoing funds from the City of Austin.

Thank you again for your consideration. Please don't hesitate to contact my office if we can provide additional information.

Sincerely,

A handwritten signature in black ink that reads "Kirk Watson".

Kirk Watson
Texas District 14